



KATHLEEN BABINEAUX BLANCO
LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

PHILLIP J. JONES
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 03-066

July 29, 2003

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Mary F. Ginn
Human Resources Director

SUBJECT: **A Lunch & Learn Workshop**
(Another in our series of informational meetings on health, safety, & well being.)

“How to Wisely Choose Stock Options”

Randyl J. Ratcliff, CFP, ChFC, CLU, CFM

Merrill Lynch Financial Advisor

Wednesday, August 20, 2003, 11:30 a.m. – 1:00 p.m.

Seminar Center, State Library

Have you ever bought stock in a company based on the theory that if everyone else is buying it, it must be a good investment? Have you ever decided *not* to invest in a particular mutual fund because one of the largest holding companies was a cigarette company and you are opposed to smoking? If these examples represent how you might choose, or *not* choose, a company for your investment dollars, our next Lunch and Learn seminar may be for you.

On Wednesday, August 20, 2003, Randyl Ratcliff, Merrill Lynch Financial Advisor, and Glenn Ortego, Senior Account Executive with the state's Deferred Compensation Plan, will present a Lunch and Learn Seminar on “How to Wisely Choose Stock Options.” These two gentlemen are both experts in their fields and have been invited to come and share information with you on how to evaluate stocks and make wise investment decisions. If you are interested in attending, please complete the attached registration form and submit it to the Human Resources Office or register on-line on “Channel Z” no later than 12:00 noon on Monday, August 18, 2003. The hot lunch buffet from Bonanno's Fine Catering was such a hit, we are offering it again with a different selection. You must provide your own soft drink. ***Cancellations must be phoned in to us at (225) 342-0880 before the deadline, or the reservation will be considered a guarantee of payment.***

Attachment

Please Post and Circulate

A “LUNCH AND LEARN” WORKSHOP
“How to Wisely Choose Stock Options”
Randyl J. Ratcliff, CFP, ChFC, CLU, CFM
Merrill Lynch Financial Advisor
Wednesday, August 20, 2003, 11:30 a.m. – 1:00 p.m.
Seminar Center, State Library

REGISTRATION FORM

Please Print

Name _____

Department _____ **Phone #** _____

_____ **Include me in the “Dog Days of Summer” BBQ Lunch Buffet**

IMPORTANT: If you are unable to attend after making a reservation and fail to notify us, please understand that we must consider this registration a guarantee for your payment.

The Buffet Menu Selection for the day will be:

- **BBQ Chicken (half chicken)**
- **Chunky Country Style Potato Salad**
- **Fresh Fruit with Vanilla Bean Syrup**
- **Cookie**

The approximate cost of the lunch will be \$4.50.

Final amount cannot be determined until the all registrations are in.

An e-mail will be sent the day before the lunch & learn with the final cost.

Check One:

_____ I will pay at the meeting (*please pay by check*).

OR

_____ I will attend the presentation but will not participate in the lunch.

Signatures:

EMPLOYEE _____ **Date** _____

SUPERVISOR _____ **Date** _____