



MITCHELL J. LANDRIEU  
LIEUTENANT GOVERNOR

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

ANGÈLE DAVIS  
SECRETARY

MATTHEW A. JONES  
UNDERSECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 04-007

**February 12, 2004**

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

**FROM:** Mary F. Ginn  
Human Resources Director

**SUBJECT:** A Lunch & Learn Workshop  
"This is the Year I'm Going to Do It!"  
(Another in our series of informational meetings on health, safety & well being.)

**"This is the Year I'm Going to Do It!"**  
**Dawn Braud, M.S., Fitness Services Manager**  
**Clinical Exercise Specialist, ACE, Master Practical Trainer, ACE**  
**Woman's Center for Wellness**  
**Friday, February 27, 2004, 11:30 a.m. – 1:00 p.m.**  
**Seminar Center, State Library**

Yes, 2004 has quickly begun, and many of us have already broken our new year's resolutions to lose weight, reduce stress or make changes toward a healthier lifestyle.

We have invited Dawn Braud, M.S., Fitness Services Manager of the Woman's Center for Wellness to be our guest speaker at the next Lunch & Learn Workshop to be held on Friday, February 27, 2004. The Woman's Center for Wellness encourages women to care more about their total health, and we encourage all employees to attend this program. This promises to be a great motivational tool to finding a solution to that new year's resolution!

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 February 25, 2004. Employees can purchase lunch from Bonnano's Fine Catering or bring their own lunch.

Attachment

**Please Post and Circulate**

**A “LUNCH AND LEARN” WORKSHOP**  
**“This is the Year I’m Going to Do It!”**  
**Dawn Braud, M.S. Fitness Services Manager**  
**Friday, February 27, 2004, 11:30 a.m. – 1:00 p.m.**  
**Seminar Center, State Library**

**REGISTRATION FORM**

Please print

Name \_\_\_\_\_

Department \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ Include me in the Buffet Lunch of fresh water mozzarella and tomato salad with balsamic vinaigrette, tossed sensation salad with grilled chicken strips, and fresh fruit over vanilla sponge cake with vanilla cream sauce.

\*Price is contingent on the number of employees ordering lunch.

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.

Payment choice:

\_\_\_\_\_ 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 \_\_\_\_\_