

**Monroe-West Monroe
Convention and Visitors Bureau
601 Constitution Drive
West Monroe, Louisiana 71292
Board of Directors Meeting**

**Minutes
August 19, 2019**

Date and Place: The regular meeting of the Convention and Visitors Bureau was held at the Convention and Visitors Bureau, 601 Constitution Drive, West Monroe, Louisiana 71292, at 4:00 p.m. The Chairman Ryan Roark presided.

Roll Call:

Present
Kevin Crosby
Omar Elgourani
Jordan Guillot
Mickey Merritt
Don O'Toole, Jr.
Nash Patel
Ryan Roark
Norene Smith
Roderick Worthy

Absent
Sammy Gordy (Excused)
Sue Nicholson (Excused)

Staff:

Alana Cooper, President and CEO
Elmer Noah, Board Attorney
Ruth Canales, Office Manager

Agenda: Mickey Merritt moved, and Omar Elgourani seconded to approve the August 19, 2019, board meeting agenda. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Minutes: Roderick Worthy moved, and Omar Elgourani seconded to approve the minutes of the July 23, 2019, board meeting as read. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Treasurer Reports: The board members reviewed the itemized deposits and disbursements showing balance on hand as of July 31, 2019.

General Funds: \$9,015,215.15

Omar Elgourani moved, and Mickey Merritt seconded to approve the July 31, 2019 financial reports including the budget to actual comparison. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Reports filed for audit.

Travel Plans: Norene Smith moved, and Jordan Guillot seconded to approve travel plans for September through December. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Committee Reports:

Tourism Grant Development Committee: Chairman Jordan Guillot reported Chennault Aviation and Military Museum Air Park had requested a payment of seventy-five (75%) percent of their total grant of \$150,000.00. With this request they had submitted invoices in the amount of \$16,602.06. The committee voted to release the payment of the invoices in the amount of \$16,602.06 with no additional releases of funding until cooperative endeavor agreement is signed to include the overall project costs and a timeline. Jordan Guillot moved, and Omar Elgourani seconded to approve the payment of \$16,602.06 to be taken out of the seventy-five (75%) percent funding, Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Chairman Jordan Guillot reported that the Herons on the Bayou project requested release of 75% of the \$20,000 grant and they requested an addition of time to complete the placement of the Herons. Roderick Worthy moved, and Omar Elgourani seconded to extend the completion date for the Herons on the Bayou project to November 30, 2019 and to release \$15,000.00 which was documented as complete. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

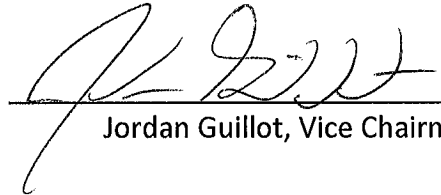
Chairman Jordan Guillot reported that Black Bayou National Wildlife Refuge had submitted for their final payment in the amount of \$12,386.00. All forms have been received completed and correct. Jordan Guillot moved, and Mickey Merritt seconded that the final funding of \$12,386.00 for Black Bayou National Wildlife Refuge be released. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Other Business: President and CEO Alana Cooper updated the Board on the progress of the Wayfinding Signage Project. The Cooperative Endeavor Agreement between the Convention and Visitors Bureau and the City of Monroe is in the process of being completed for the Gateway signs north and south on Highway 165.

President and CEO Report: President and CEO Alana Cooper updated the Board on the upcoming move by the Convention and Visitors Bureau to 212 Walnut Street, Suite 100, Monroe, Louisiana. This building is the former home of the Monroe Chamber of Commerce. Please note that our next Board Meeting scheduled for September 16, 2019 will be held at this

new location. There will be a pre-construction meeting for the renovation of the building to be held on September 3, 2019. After receipt of permits and final approvals, the construction will begin.

Adjournment: There being no further business, Kevin Crosby moved, and Jordan Guillot seconded to adjourn at 5:00 p.m. The motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.



Jordan Guillot, Vice Chairman



Mickey Merritt, Secretary/Treasurer