

**Monroe-West Monroe
Convention and Visitors Bureau
212 Walnut Street, Suite 100
Monroe, Louisiana 71201
Board of Directors Meeting**

**Minutes
September 16, 2019**

Date and Place: The regular meeting of the Convention and Visitors Bureau was held at the Convention and Visitor Bureau, 212 Walnut Street, Suite 100, Monroe, Louisiana 71201 at 4:00 p.m. The Vice-Chairman Jordan Guillot presided.

Roll Call: Present
Kevin Crosby
Omar Elgourani
Sammy Gordy
Jordan Guillot
Mickey Merritt
Sue Nicholson
Nash Patel
Norene Smith
Roderic Worthy

Absent
Don O'Toole, Jr.
Ryan Roark

Staff: Alana Cooper, President and CEO
Elmer Noah, Board Attorney
Scott Bruscato, Senior Vice President of Sales
Sheila Snow, Vice President of Communications
Ruth Canales, Office Manager

Guests: Gene Crain-East Ouachita Recreation District
Brian Connolly-Victus
Mayor of West Monroe-Staci Albritton Mitchell

Agenda: Sammy Gordy moved, and Norene Smith seconded to approve the September 16, 2019, board meeting agenda. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Guests: East Ouachita Recreation District-Gene Crain. Concrete for the turf has been poured. Turf installation should begin next week and be completed in eighteen (18) to twenty-one (21) days. The complex will then have to be inspected. By October 31, 2019 they should have a substantial completion. There are still two fields that need to be graded.

Victus-Brian Connolly reported on the Sports Facility Research they have conducted for the CVB. He reported on a multi-use facility that would be flexible for sports and expo space. He reported that an eight (8) basketball court model was what they would recommend if the money were available due to less costs to operate and income to cover 98% of operations. No action was taken by the Board following these reports.

Minutes: Mickey Merritt moved, and Omar Elgourant seconded to approve the minutes of the August 19, 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 a balance on hand as of August 31, 2019.

General Funds: \$8,927,794.49

Sammy Gordy moved, and Mickey Merritt seconded to approve the August 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: Mickey Merritt moved, and Omar Elgourani 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 the Twin City Ballet had requested a payment of seventy-five (75%) percent of their total grant of \$10,000.00 or seven thousand, five hundred dollars (\$7500.00). The committee voted to release seventy-five percent of the grant to the Twin City Ballet. Sammy Gordy moved, and Mickey Merritt seconded to approve the payment of \$7500.00 to the Twin City Ballet. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

City of West Monroe-Ike Hamilton Expo Center Electrical. Chairman Jordan Guillot reported the City of West Monroe-Ike Hamilton Expo Center had requested the release of monies on this project as follows. As the City of West Monroe is contributing fifty percent of the total cost of \$79,104.00 for the additional transformer. This breaks down into \$39,552.00 each for the transformer. Seventy-five percent of \$39,552.00 is \$29,664.00. This will be the amount of the

first payment on this project. Norene Smith moved, and Mickey Merritt seconded to approve the payment of \$29,664.00. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Chairman Jordan Guillot reported the receipt of Application #3 in the amount of \$46,447.61 and Application #4 in the amount of \$89,876.37 from the Sterlington Sports Complex. Approval for Application #3 is subject to visual inspection by Kevin Crosby. Norene Smith moved, and Sue Nicholson seconded the release of payment for Application #3 in the amount of \$46,447.61 subject to visual inspection by Kevin Crosby. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes. The letter of August 25, 2019, requesting payment of Engineering Fees will be revisited when the building is complete.

Chairman Jordan Guillot reported the request for final payment in the amount of \$3,250.00 from the Downtown Renaissance-Christmas. The Final Summary is complete and has been reviewed. Norene Smith moved, and Nash Patel seconded the release of the Final Payment for this project. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Chairman Jordan Guillot reported the request for payment of seventy-five percent (75%) of the original grant total of \$1,000,000.00 or \$750,000.00 be made to East Ouachita Recreation District. Norene Smith moved, and Sue Nicholson seconded the release of seventy-five percent of the grant for East Ouachita Recreation District in the sum of \$750,000.00. 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 is still in the process of completion for the Gateway Signs north and south on Highway 165.

President and CEO Report: President and CEO Alana Cooper updated the Board on the move by the Convention and Visitors Bureau to 212 Walnut Street, Suite 100, Monroe, Louisiana. The move is complete and renovations to the offices at 601 Constitution Drive, West Monroe, Louisiana are underway. There was a monthly construction meeting held at the West Monroe location to check on the progress of renovation. The bottom floor of the building has begun demolition. The fireplace has been removed, ceiling has been removed and brochure rack removed.

The on-line auction of furniture, art, etc. will start on October 16, 2019, 9:00 a.m. and ends on October 22, 2019, 9:00 a.m. BG/Buster Gay and Associates will oversee the auction and advertising of the public auction.


October we will need to have a Budget Committee Meeting in preparation for the presentation of next year's budget.

As the Mayor of Monroe was not in attendance to hear to report from Victus and the Mayor of West Monroe was in attendance, Alana Cooper will reach out to Mayor Mayo as soon as the final draft of the report is available. Copies of the final draft will be emailed to the Board of Directors, as well.

Adjournment: There being no further business, Omar Elgourani moved, and Sue Nicholson seconded to adjourn the meeting at 5:15 p.m. The motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.



Ryan Roark, Chairman



Mickey Merritt, Secretary/Treasurer