

**Monroe-West Monroe  
Convention & Visitors Bureau  
Board of Directors Meeting**

**Minutes  
August 21, 2017**

**Date and Place:** The regular meeting of the Convention and Visitors Bureau was held at the Convention and Visitors Bureau on August 21, 2017 at 4:00 p.m. The Vice Chairman, Don O'Toole presided.

**Roll Call:**        **Present**

Kevin Crosby	Lane Howell
Mickey Merritt	Sue Nicholson
Don O'Toole	Ryan Roark

**Absent**

Dr. Jerry Edmondson (excused)	Omar Elgourani (excused)
Sammy Gordy (excused)	Norene Smith (excused)
Nash Patel (excused)	

**Staff:**            Alana Cooper, President/CEO  
                  Sylvia Bullard, Office Manager/Bookkeeper  
                  Elmer Noah, Board Attorney

**Agenda:** It was moved by Sue Nicholson and seconded by Mickey Merritt to approve the August 21, 2017 board meeting agenda. Motion carried by a vote of six (6) affirmative votes to zero (0) negative votes.

**Minutes:** It was moved by Mickey Merritt and seconded by Kevin Crosby to approve the minutes of the July 24, 2017 board meeting as read. Motion carried by a vote of six (6) affirmative votes to zero negative votes.

**Treasurer Report:** The board members reviewed the itemized deposits and disbursements showing the following balance on hand as of July 31, 2017.

General Funds	\$8,860,857.14
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Report filed for audit.

**Travel Plans:** It was moved by Ryan Roark and seconded by Lane Howell to approve the additional travel plans for October 2017. Motion carried by a vote of six (6) affirmative votes to zero (0) negative votes.

**Committee Reports:**

**Tourism Development Grant:** The Tourism Development Grant committee met on August 21, 2017 at 3:30 p.m. to review grant payment requests. The following recommendations were made by the committee.

1. Black Bayou requested final payment in the amount of \$766.75 for the printing of new brochures.
2. The N/E Louisiana Children’s Museum requested their first 75% payment of \$20,000.00 in the amount of \$15,000.00 for Santa Village activities.

It was moved by Ryan Roark and seconded by Lane Howell to approve the requests by Black Bayou and the N/E Louisiana Children’s Museum as stated for payments. Motion carried by a vote of six (6) affirmative votes to zero (0) negative votes.

3. The Downtown Arts Alliance stated that only \$300.00 of the \$2,100.00 granted for social media advertising was spent and requested that the funds not used be transfer to the completion of the their website. Total balance due is \$1,775.00 for final payment.

It was moved by Ryan Roark and seconded by Lane Howell to transfer unused funds for social media advertising to the completion of the Downtown Arts Alliance website only if it’s completed within sixty (60) days. Motion carried by a vote of six (6) affirmative vote to zero (0) negative votes.

**Adjournment:** There being no further business, it was moved by Kevin Crosby and seconded by Ryan Roark to adjourn at 4:45 p.m. Motion carried by a vote of six (6) affirmative votes to zero (0) negative votes.

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Don O’Toole, Vice Chairman

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Lane Howell, Secretary/Treasurer