

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

**Minutes
June 17, 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
Sammy Gordy
Jordan Guillot
Mickey Merritt
Sue Nicholson
Don O'Toole, Jr.
Ryan Roark
Norene Smith
Roderick Worthy

Absent
Omar Elgourani (Excused)
Nash Patel (Excused)

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

Agenda: Chairman Ryan Roark asked for an addition to the Agenda of the Personnel Committee Report under Committee Reports and Gene Crain and Rick Grimmatt, President of the Board, East Ouachita Recreation District to the Agenda. Kevin Crosby moved, and Mickey Merritt seconded the addition of the Personnel Committee report under Committee Report to the Agenda. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Chennault Aviation and Military Museum Report on Air Park Grant by Nell Calloway

Ms. Nell Calloway spoke to the Board about the Chennault Air Park. As of December 2018, the Museum was notified that they had received a grant for the Air Park. On June 6, 2019, the formal announcement was made. Ms. Calloway asked that due to the lengthy timeline in obtaining this grant that the Convention and Visitors Bureau continue in serving as the 20% match and extend the due date of this grant. Mickey Merritt moved, and Roderick Worthy seconded that the \$150,000.00 grant for the Air Park be extended to July 2020. Motion passed by nine (9) affirmative votes and zero (0) negative votes.

East Ouachita Recreation District Gene Crain and Rick Grimmatt

Mr. Crain reported on the progress being made at the East Ouachita Recreation District. Mr. Crain stated they have removed a portion the dirt which had been repeatedly rained on and was no longer able to meet compaction standards to lay the turf. He reported that all the bad dirt had been removed and fresh dirt had been brought in that would meet the standards needed to begin to lay the turf. One concession stand is finished and the other is 75% complete. The District has moved three (3) state tournaments to ULM.

Minutes: Mickey Merritt moved and seconded by Roderick Worth to approve minutes of May 20, 2019 board meeting as read. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Audit Report: Jay Cuthbert with the firm of Johnson, Perry, Roussel & Cuthbert, Certified Public Accountants, presented the audit report for the year ending December 31, 2018. He stated that the Convention and Visitors Bureau year ended with a fund balance of \$9,627,335.00 with a net change of \$62,269.00 over 2017. It was moved by Sammy Gordy and seconded by Sue Nicholson that the Bureau accept the 2018 Annual Audit as presented. 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 the following balance on hand as of May 31, 2019.

General Funds: \$9,239,494.71

Mickey Merritt moved, and Sue Nicholson seconded to approve the May 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: Sammy Gordy moved, and Jordan Guillot seconded to approve additional travel plans for September through November. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Committee Reports:

Tourism Grant Development Committee

Committee Chairman Jordan Guillot reported Black Bayou National Wildlife Refuge had submitted all paperwork necessary for final payment of their grant in the amount of \$12,386.00. Jordan Guillot moved, and Mickey Merritt seconded to release final payment to Black Bayou National Wildlife Refuge in the amount of \$12,386.00. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Personnel Committee

Norene Smith reported that changes were proposed, reviewed, and approved to the Job Descriptions of the Finance Manager and the Office Manager. Norene Smith moved and Jordan Guillot seconded that changes as presented be accepted to the Job Description of the Finance Manager and the Office Manager. 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 Wayfinding Signage Project. The Gateway signs for the City of Monroe have been installed on Highway 165 North and South. There will be a Cooperative Endeavor Agreement needed between the Bureau and the City of Monroe for these signs.

President/CEO Report:


President and CEO Alana Cooper presented the Building renovation proposal to the Board. Upon review of the proposal Kevin Crosby moved, and Sue Nicholson seconded that the budget amount for the renovation of the building be \$550,000.00 with the cost fees for professional services up to \$50,000.00. The motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

President and CEO Alana Cooper presented the proposal for the furniture for the renovation. Kevin Crosby moved, and Mickey Merritt seconded that the budget amount for the furniture for the building be up to \$115,000.00. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

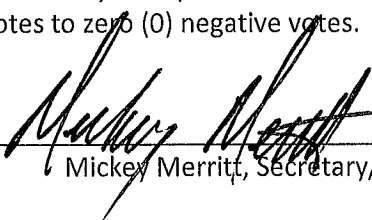
President and CEO Alana Cooper presented the proposal for Audio Visual and Computer Lists for the renovation. Sue Nicholson moved, and Jordan Guillot seconded that the budget amount for Audio Visual and Computer Lists for the renovation be up to \$42,000.00. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Adjournment:

There being no further business, Mickey Merritt moved, and Sammy Gordy seconded to adjourn at 5:10 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