

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

**Minutes  
December 18, 2017**

**Date and Place:** The regular meeting of the Convention and Visitors Bureau was held at the Convention and Visitors Bureau on December 18, 2017 at 4:00 p.m. The Chairwoman, Sammy Gordy presided.

**Roll Call:**

**Present**

Kevin Crosby	Omar Elgourani
Sammy Gordy	Jordan Guillot
Lane Howell	Sue Nicholson
Norene Smith	

**Absent**

Mickey Merritt (excused)	Don O'Toole (excused)
Nash Patel (excused)	Ryan Roark (excused)

**Staff:**

Alana Cooper, President/CEO  
Sylvia Bullard, Finance Manager  
Elmer Noah, Board Attorney

**Agenda:** It was moved by Kevin Crosby and seconded by Omar Elgourani to approve the December 18, 2017 board meeting agenda. Motion carried by a vote of seven (7) affirmative votes to zero (0) negative votes.

**Minutes:** It was moved by Kevin Crosby and seconded by Sue Nicholson to approve the minutes of the November 20, 2017 board meeting as read. Motion carried by a vote of seven (7) affirmative votes to zero (0) negative votes.

**Treasurer Report:** The board members reviewed the itemized deposits and disbursements showing the following balance on hand as of November 30, 2017.

General Funds	\$9,994,626.60
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Report filed for audit.

**Travel Plans:** It was moved by Omar Elgourani and seconded by Kevin Crosby to approve the additional travel plans for January 2018 through March 2018. Motion carried by a vote of seven (7) affirmative votes to zero (0) negative votes.

## **Committee Reports:**

**Budget/Marketing Committee-** Lane Howell reported that the budget for the 2017 Revised and 2018 Proposed Budget was presented in the November 20, 2017 board meeting for the board members to review and voted on in the December 18, 2017 board meeting. The board members had no additional questions regarding the budget so a motion was called for.

It was moved by Lane Howell and seconded by Omar Elgourani to approve the 2017 Revised and the 2018 Proposed Budget as presented. Motion carried by a vote of seven (7) affirmative votes to zero (0) negative votes.

**Tourism Development Grant Committee** – Kevin Crosby reported that the Downtown Economic Development requested payment of \$600.00 for a Historical Walking Tour brochure of Downtown Monroe. After reviewing the brochure the Convention and Visitors Bureau logo was not on the brochure as requested by the agreement of the grant.

It was moved by Kevin Crosby and seconded by Lane Howell to deny payment due to the fact that the publication was not printed with the Convention and Visitors Bureau logo as per the grant agreement. Motion carried by a vote of six (6) affirmative votes to one (1) person abstaining.

Ike Hamilton Expo Center – Kevin Crosby reported that the committee received a letter from Robin Hatten, Director of the Ike Hamilton Expo Center regarding a grant approved for \$40,600.00 during the July 10, 2017 grant period for temporary stalls. She stated that after receiving the grant of \$40,600.00 she received a final bid of \$60,000.00 higher than the original quote. She stated that the Ike Hamilton wanted to decline the \$40,600.00 grant because she had exhausted all her options.

Kevin Crosby recommended that Alana Cooper get back with the Robin Hatten with the Ike Hamilton Center and suggest they get a quote for less stalls. The year timeline ends July 10, 2018 before the grant expires.

**Presidents/CEO Report:** Alana Cooper requested board approval to close the office on January 2, 2018 for the annual staff retreat.

It was moved by Jordan Guillot and seconded by Omar Elgourani to close the Convention and Visitors Bureau office on January 2, 2018 for the annual staff retreat. Motion carried by a vote of seven (7) affirmative votes to zero (0) negative vote.

**Adjournment:** There being no further business, it was moved by Kevin Crosby and seconded by Omar Elgourani to adjourn the meeting at 5:00 pm. Motion carried by a vote of seven (7) affirmative votes to zero (0) negative votes.

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Sammy Gordy, Chairwoman

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Lane Howell, Secretary/Treasurer

