

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

**Minutes
December 19, 2016**

Date and Place: The regular meeting of the Convention and Visitors Bureau was held at the Convention and Visitors Bureau office on December 19, 2016 at 4:00 p.m. The Chairman, Nash Patel presided.

Roll Call: **Present**

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| Kevin Crosby | Dr. Jerry Edmondson |
| Omar Elgourani | Sammy Gordy |
| Lane Howell | Mickey Merritt |
| Sue Nicholson | Don O'Toole |
| Nash Patel | Ryan Roark |
| Norene Smith | |

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

Agenda: It was moved by Sammy Gordy and seconded by Lane Howell to approve the December 19, 2017 board meeting agenda. Motion carried by a vote eleven (11) affirmative votes to zero (0) negative votes.

Minutes: It was moved by Mickey Merritt and seconded by Omar Elgourani to approve the November 21, 2016 minutes as read. Motion carried by a vote of eleven (11) 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 31, 2017.

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| General Funds | \$8,989,669.33 |
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Report filed for audit.

Budget: Sammy Gordy reported that the 2016 Revised and the 2017 Proposed Budget was presented in the November board meeting for the board members review and to be voted on in the December meeting.

It was moved by Mickey Merritt seconded by Jerry Edmondson to approve the 2016 Revised and the 2017 Proposed Budget as presented. Motion carried by a vote of eleven (11) affirmative votes to zero (0) negative votes.

Travel Plans: It was moved by Lane Howell and seconded by Don O'Toole to approve the additional travel plans for January 2017 through April 30, 2017. Motion carried by a vote of eleven (11) affirmative votes to zero (0) negative votes.

Committee Reports:

Tourism Development Grant Committee – Ryan Roark reported that the tourism development grant committee met to review payment requests. He reported the following action was taken:

1. ULM University Park requested final payment in the amount of \$425,000.00 for the field turf. Funds will be released upon the signing of the Co-Operative Endeavor Agreement.
2. Chennault Military Aviation Museum requested final payment in the amount of \$7,657.00 for Branding.
3. Monroe Renaissance requested final payment in the amount of \$2,500.00 for the 4th of July Fireworks Display.
4. Friends of Black Bayou requested a 75% payment of \$3,067.00 in the amount of \$2,300.75 for brochure printing.
5. Cotton Land Marathon requested final payment in the amount of \$1,875.00 for the Dirty South Marathon race. The committee recommended the release of funds upon receiving copies of invoices of the advertising placement.
6. Mu Tau, Inc. requested final payment in the amount of \$2,000.00 for the FunRoe Fest. The committee recommended Alana Cooper write a letter requesting copies of invoices and if not received payment will be forfeit.

It was moved by Ryan Roark and seconded by Lane Howell to approve the Tourism Development Grant Committee recommendations as presented. Motion carried by a vote of eleven (11) affirmative votes to zero (0) negative votes.

President/CEO Report: Alana Cooper requested board approval to close the office on January 3, 2017 for the staff annual retreat.

It was moved by Sammy Gordy and seconded by Sue Nicholson to approve that the Convention and Visitors Bureau will close on January 3, 2017 for the staff annual retreat. Motion carried by a vote of eleven (11) affirmative votes to zero (0) negative votes.

Adjournment: There being no further business, it was moved by Omar Elgourani and seconded by Don O'Toole to adjourn at 5:15 p.m. Motion carried by a vote of eleven (11) affirmative votes to zero (0) negative votes.

Nash Patel, Chairman

Sammy Gordy, Secretary/Treasurer

