

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

**Minutes
December 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., December 16, 2019. The Chairman Ryan Roark presided.

Roll Call: Present
Kevin Crosby
Omar Elgourani
Jordan Guillot
Mickey Merritt
Sue Nicholson
Don O'Toole, Jr.
Ryan Roark
Norene Smith
Roderick Worthy

Absent
Sammy Gordy (Excused)
Nash Patel (Excused)

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

Agenda: Mickey Merritt moved, and Sue Nicholson seconded to approve the December 16, 2019, board meeting agenda. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Minutes: Roderick Worthy moved, and Mickey Merritt seconded to approve the minutes of the November 18, 2019, board meeting as read. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Treasurer's Reports: The board members reviewed the itemized deposits and disbursements showing a balance on hand as of November 30, 2019:

General Funds: \$8,623,290.38

Kevin Crosby moved, and Omar Elgourani seconded to approve the November 30, 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 Roderick Worthy seconded to approve the travel plans January 2020-April 2020. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Committee Reports:

Tourism Development Grant Committee:

Chairman Jordan Guillot reported that the following had requested their final payment:

1. Twin Cities Krewe of Janus had requested their final payment in the amount of \$10,000.00 for bands. The Krewe provided expense documentation in the amount of \$9,494.28. The committee recommends releasing payment of \$9,494.28 to the Twin Cities Krewe of Janus.
2. The Mann Family Charities had requested their final payment in the amount of \$2,525.00. Mann Family Charities provided expense documentation in the amount of \$2,213.00. The committee recommends releasing payment of \$2,213.00 to The Mann Family Charities for the Crawfish Craze 5D Barrel Run.
3. City of Monroe/Forsythe Tennis Court Resurface Project had requested their final payment in the amount of \$20,000.00. The City of Monroe/Forsythe Tennis Court Resurface Project provided expense documentation in the amount of \$20,000.00. The committee recommends releasing payment of \$20,000.00 to the City of Monroe/Forsythe Tennis Court Resurface Project,
4. The Town of Sterlington Sports Complex had requested payment of Application #7 in the amount of \$18,948.25. They also requested the remainder of funds be released to pay engineering fees for this project. The committee recommended releasing the \$9,150.26 in engineering fees along with payment of Application #7 in the amount of \$18,948.25.

Chairman Jordan Guillot reported that two grants had requested an extension:

1. Downtown Arts Alliance/Herons on the Bayou. It was recommended to extend to the end of March.
2. East Ouachita Recreation District #1. It was recommended to provide a final extension to the end of March.

Chairman Jordan Guillot moved, and Mickey Merritt seconded to accept the recommendations for final payments and extensions of the Tourism Grant Development Committee. Motion carried by a vote of nine (9) affirmative votes and zero (0) negative votes.

Chairman Jordan Guillot reported the following funds need to be returned to Special Promotions:

Marketing, Event and Festival:

- | | |
|--|------------|
| 1. The River, Ride, Run was not held | \$8,000.00 |
| 2. ULM Foundation/Byway Blues Guide Grant was not completed. | \$5,000.00 |

Capital Improvements:

- | | |
|--|------------|
| 1. City of Monroe/Chennault Disc Golf Court Grant was not utilized fully | \$6,112.00 |
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Chairman Jordan Guillot moved, and Omar Elgourani seconded to accept the recommendations for returning funds to Special Promotions by the Tourism Development Grant Committee. 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 Projects. We have received approximately thirty-five (35) signs with eighteen (18) installed. With the weather this project which was scheduled to be completed by the end of the year will now be moved into next year.

Progress on the building is moving along and hopefully we will be moving back to the West Monroe location in February barring complications.

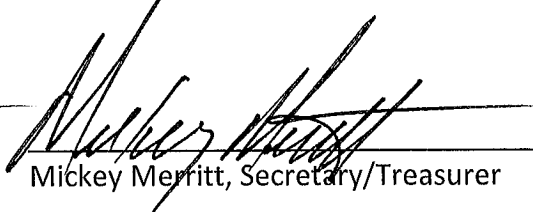
President's and CEO Report: President and CEO Alana Cooper requested that the office be closed on January 2, 2020, to allow for an office retreat.

Sue Nicholson moved and Don O'Toole, Jr. seconded that the office close on January 2, 2020 for a staff retreat. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

President Alana Cooper also reminded the board members about the need to take the Ethics Training before December 31, 2019.

Adjournment: There being no further business, Kevin Crosby moved, and Jordan Guillot seconded to adjourn the meeting at 5:00 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