

**Monroe-West Monroe Convention and Visitors Bureau**  
**601 Constitution Drive**  
**West Monroe, Louisiana 71292**  
**Board of Directors Meeting-**  
**Minutes**  
**July 20, 2020**

**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., July 20, 2020, Video Conference Offered to Board Members that were unable to attend in person.

The Vice-Chairman Jordan Guillot presided.

**Roll Call:**       **Present**  
Kevin Crosby  
Omar Elgourani  
Sammy Gordy – Via Video Conference  
Jordan Guillot  
Mickey Merritt  
Sue Nicholson – Via Video Conference  
Don O’Toole, Jr.  
Nash Patel  
Ryan Roark – Via Video Conference  
Norene Smith  
Roderick Worthy – Via Video Conference

**Staff:**           Alana Cooper, President and CEO  
Krystle Ivey, Operations Administrator  
Ruth Canales, Office Manager

**Agenda:**       Mickey Merritt moved, and Nash Patel seconded to approve the July 20, 2020 board meeting agenda. Motion carried by a vote of eleven (11) affirmative votes to zero (0) negative votes.

**Minutes:**       Mickey Merritt moved, and Omar Elgourani seconded to approve the June 15, 2020 minutes as read. Motion carried by a vote of eleven (11) affirmative votes to zero (0) negative votes.

**Audit Report Presentation:** Jay Cuthbert, Johnson, Perry, Roussel and Cuthbert, presented the finding of the yearly audit. Omar Elgourani moved, and Norene Smith seconded to accept the audit as presented. Motion carried by a vote of eleven (11) 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 June 30, 2020:

General Funds: \$7,397,663.19

Norene Smith moved, and Omar Elgourani seconded to approve the June 30, 2020 financial reports including the budget to actual comparison. Motion carried by a vote of eleven (11) affirmative votes to zero (0) negative votes.

**Travel Plans:** Nash Patel moved, and Norene Smith seconded to approve the travel plans for August 2020-December 2020. Motion carried by a vote of eleven (11) affirmative votes to zero (0) negative votes.

**Committee Reports:**

**Tourism Development Grant Committee:**

Committee Member Kevin Crosby reported that the following had requested their final payment:

The Twin City Ballet Company requested their final payment in the amount of \$2,500.00. They received an original grant in the sum of \$10,000.00. They have received their first payment in the amount of \$7,500.00 leaving a balance of \$2,500.00.

Kevin Crosby moved, and Norene Smith seconded to approve the final payment of \$2,500.00 to the Twin City Ballet Company. Motion carried by a vote of eleven (11) affirmative votes to zero (0) negative votes.

The Chennault Aviation and Military Museum requested release of their initial payment for their Gala. The original grant is \$16,930.00. The 75% payment requested is for \$12,697.00.

Kevin Crosby moved, and Omar Elgourani seconded to pay the Chennault Aviation and Military Museum Gala the sum of \$12,697.00 upon confirmation that the event will take place. Motion carried by a vote of eleven (11) affirmative votes to zero (0) negative votes.

Chennault Aviation and Military Museum Air Park Grant. The original grant amount is \$150,000.00. They have been paid \$16,602.06 with the open balance remaining of \$133,397.94. Their second request is for a payment of \$12,099.43.

Kevin Crosby moved and Norene Smith seconded to pay the Chennault Aviation and Military Museum Air Park grant the sum of \$12,099.43. Motion carried by a vote of eleven (11) affirmative votes to zero (0) negative votes.

The Miss Louisiana Pageant was originally granted \$25,000.00. Due to the cancellation of this year's pageant, the committee agreed to a \$5000 grant for a year long social media campaign and other items.

The Downtown West Monroe Revitalization Group decided to not advertise regionally the fireworks event for July 4<sup>th</sup> and has sent notice to the Tourism Development Committee.

Kevin Crosby moved, and Mickey Merritt seconded to move \$15,000.00 back from the Miss Louisiana grant and \$5,000.00 from the Downtown West Monroe Revitalization Group for Marketing and

Advertisement back into the Special Promotions account. Motion carried by a vote of eleven (11) affirmative votes to zero (0) negative votes.

**Other Business:**

President Alana Cooper advised the Board that the Retention Schedule was submitted to the Secretary of State for approval. The Secretary of State returned the Retention Schedule with changes they felt necessary.

Sue Nicholson moved, and Kevin Crosby seconded to approve the changes made by the Secretary of State as presented. Motion carried by a vote of eleven (11) affirmative votes to zero (0) negative votes

President Cooper advised that Board that there was a need for a Signatory Designation for Alana Cooper and Krystle Ivey for the Retention Schedule with the Secretary of State's office

Nash Patel moved, and Omar Elgourani seconded to approve Alana Cooper and Krystle Ivey as the Signatory Designations for the Monroe-West Monroe Convention and Visitors Bureau. Motion carried by a vote of eleven (11) affirmative votes to zero (0) negative votes.

**Adjournment:** There being no further business, Norene Smith moved, and Nash Patel seconded to adjourn the meeting at 4:56 p.m. The motion carried by a vote of eleven (11) affirmative votes to zero (0) negative votes.



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Ryan Roark, Chairman



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Mickey Merritt, Secretary/Treasurer