

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

**Minutes  
June 18, 2018**

**Date and Place:** The regular meeting of the Convention and Visitors Bureau was held at the Convention and Visitors Bureau on June 18, 2018, at 4:00 p.m. The Chairwoman, Sammy Gordy, presided.

**Roll Call:**        **Present**

Kevin Crosby	Omar Elgourani
Sammy Gordy	Jordan Guillot
Mickey Merritt	Sue Nicholson
Don O'Toole	Ryan Roark
Norene Smith	

**Absent**

Nash Patel (excused)

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

**Guests:**        EORD #1 Staff and Board Members

**Agenda:** Sue Nicholson moved and seconded by Omar Elgourani to approve the June 18, 2018 board meeting agenda. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

**East Ouachita Recreation District No.1** – Mr. Brian McGuire updated the board on the weekly progress of the East Ouachita Recreation District No. 1 Sports' Complex.

**Minutes:** Don O'Toole moved and seconded by Omar Elgourani to approve the minutes of the May 21, 2018 board meeting as read. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

**Treasurer Report:** The board members reviewed the itemized deposits and disbursements showing the following balance on hands as of May 31, 2018.

General Funds	\$8,638,422.80
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Report filed for audit.

**Travel Plans:** Ryan Roark moved and seconded by Mickey Merritt to approve the additional travel plans for June through September 2018. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

## **Committee Reports:**

**Personnel Committee** – Alana Cooper reported that Harolyn Falgoust, Convention and Tourism Sales Manager, told her she would be retiring from her position as of August 31, 2018.

Alana Cooper reported that she revised the job description and changed the job title to Sales and Event Developer. She also submitted a job description for a part-time event manager position. She requested approval from the board to change the name from Convention & Tourism Sales Manager to Sales and Event Developer and approve the job descriptions for both job.

Moved by Kevin Crosby and seconded by Jordan Guillot to approve changing the job title from Convention and Tourism Sales Manager to Sales and Event Developer and approve both job descriptions. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

**Tourism Development Grant Committee** – Don O’Toole reported that the committee received two (2) request for final payments.

1. Strauss Theatre Center submitted their final payment request in the amount of \$6,131.00 for funds dedicated to repairing the building air conditioner.

Don O’Toole moved and seconded by Mickey Merritt to approve the final payment to the Strauss Theatre Center in the amount of \$6,132.00 for the repairing of the building air Conditioner.

2. The Town of Sterlington submitted a request for the final payment dedicated for the paving of the Sports’ Complex parking lot in the amount of \$481,692.00.

Don O’Toole reported that the committee determined that the parking lot was not entirely paved all the way to the road. The committee recommended that the Town of Sterlington get the engineer to decide what percentage still needs to be done. The committee agreed to subtract that amount of funding from the balance of the \$481,692.00.

Moved by Don O’Toole and seconded by Sue Nicholson to approve the committee recommendation to release dedicated funds to The City of Sterlington as requested less the amount determined by the engineer for the parking entrance not completed. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

**Other Business:** The board members reviewed a revised copy of the a Resolution of the Board of Directors of Monroe-West Monroe Convention & Visitors Bureau (“CVB”) Concerning The Transfer of Funds To Reserves. The Funds are listed as the following;

1. Contingency Fund
2. Building Fund
3. Special Projects

Moved by Omar Elgourani and seconded by Sue Nicholson to approve the Resolution of the Board for The Transfer of Funds To Reserves. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

**Other Business:** Alana Cooper reported that she met with Greg Jones, a Treasury Advisor with Regions Bank , to discuss our different accounts to determine the most beneficial way to earn interest. He recommended changing the Regular Checking to a Sweep Account and the Money Market to a Commerical Money Market Account.

Moved by Sue Nicholson and seconded by Omar Elgourani to approve the changing of the regular checking to a Sweep Account and the Money Market to a Commerical Account to earn more interest. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

**Other Business:** Alana Cooper requested board approval to hire Tim Brandon, TBA Studio, for the architect on the remodeling project of the office building. She reported his charge is 6% (six) of the construction cost.

Moved by Sue Nicholson and seconded by Norene Smith to approve the contract of Tim Brandon, TBA Studio, as the architect for the office building remodeling project. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

**Adjournment:** There being no further business, Omar Elgourani and seconded by Mickey Merritt to adjourn at 5:30 p.m. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

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Sammy Gordy, Chairwomen

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Mickey Merritt, Sec/Treasury