

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

**Minutes  
May 21, 2018**

**Date and Place:** The regular meeting of the Convention and Visitors Bureau was held at the Convention and Visitors Bureau on May 21, 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	Nash Patel
Ryan Roark	Norene Smith

**Absent**

None

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

**Agenda:** Mickey Merritt moved and seconded by Nash Patel to approve the May 21, 2018, board meeting agenda. Motion carried by a vote of ten (10) affirmative votes to zero (0) negative votes.

**East Ouachita Recreation District No.1** – Gene Crain, Executive Director, of the East Ouachita Recreation District No.1 addressed the board to provide and update on the progress of the completion of the fields at the EORD Sports' Complex. He reported that the Sports' Complex should be completed by October 2018.

**Minutes:** Don O'Toole moved and seconded by Mickey Merritt to approve the minutes of the April 16, 2018 board meeting as read. Motion carried by a vote of ten (10) 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 April 30, 2018.

General Funds	\$8,346,431.59
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Reports filed for audit.

**Travel Plans:** Nash Patel moved and seconded by Omar Elgourani to approve the additional travel plans for June through August 2018. Motion carried by a vote of ten (10) affirmative votes to zero (0) negative votes.

## **Committee Reports:**

**East Ouachita Recreation District NO. 1** – The board members addressed the discussion regarding the slow progress that the EORD is making in completing the baseball/softball field at the sports' complex. They recommended that a letter be sent to Gene Crain, Executive Directors, requesting specific requirements be met on a monthly basis. Factors to be included in the letter are the need for the development to built correct to be able to compete with outhur facilities, make aware the funding is past the cooperative endeavor deadline and can be uncommitted, there is need for updates at each of the next two meetings to decide on the continuation of the investment into the sports complex, and that oversight and aggressive progress should be made on this project. The Board requested copies of all contracts, a construction schedule timeline from the contractors, along with progress and inspection reports with documentation and photos of the items completed.

Ryan Roark moved that a letter be sent identifying the critical path for the project to come to completion with appropriate reporting and oversight to receive the funding as the deadline has passed and sufficient information and progress must be documented for the CVB to continue the financial grant to the project. Sue Nicholson seconded the motion. Motion carried by a vote of ten (10) votes to zero(0) negative votes.

**Nominating Committee** – Omar Elgourani reported the Nominating Committee submitted the following slate of officers for the June 2018 through May 2019 term, during April 16, 2018, board meeting to be voted on in the May 16, 2018, board meeting.

Sammy Gordy, Chairwoman  
Ryan Roark, Vice Chairman  
Mickey Merritt, Secretary/Treasurer

Moved by Omar Elgourani and seconded by Don O'Toole to approve the slate of Officers as presented for the June 2018 through May 2019 term. Motion carried by a vote of ten (10) votes to zero (0) negative votes.

**Tourism Development Grant Committee** - Don O'Toole reported that Northeast Louisiana Soccer Association is requesting funds granted in the amount of \$10,0000.00 to purchase a building to store tractor.

Moved by Don O'Toole and seconded by Sue Nicholson to approve the \$10,000.00 payment to the Northeast Louisiana Soccer Association to purchase a building to store tractor. Motion carried by a vote of ten (10) affirmative votes to zero (0) negative votes.

Don O'Toole reported that the committee reviewed a request by the Masur Museum of Art to place the mural designed initially for the Ike Hamilton Expo Center to the Louisiana Purchase Gardens and Zoo.

Moved by Don O'Toole and seconded by Sue Nicholson to place the mural that was designed initially for the Ike Hamilton Expo Center to the Louisiana Purchase Gardens and Zoo. Motion carried by a vote of ten (10) affirmative votes zero (0) negative votes.

**President/CEO** – Alana Cooper presented the board members with a Resolution to dedicate funds as Reserves Funds for three (3) categories.

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

She asked the board members to review the Resolution, and it will be discussed again in the next board meeting.

Alana Cooper asked the board members to approve a Resolution authorizing her to sign on behalf of the Monroe-West Monroe Convention and Visitors Bureau to enter into any and all contractual obligations.

Moved by Sue Nicholson and seconded by Omar Elgourani to approve the request after adding “as approved by the board” at the end of the Resolution as advised by the board Attorney, Elmer Noah. Motion carried by a vote of ten (10) affirmative votes to zero (0) negative votes.

**Legal Journal** – Alana Cooper reported that the Convention and Visitors Bureau received two (2) quotes for the designated legal journal of the Convention and Visitors Bureau.

1. The News-Star
2. The Ouachita Citizen

Moved by Omar Elgourani and seconded by Mickey Merritt to approve The Ouachita Citizen as the legal journal of the Monroe-West Monroe Convention and Visitors Bureau. Motion carried by a vote of ten (10) affirmative votes to zero (0) negative votes.

**Adjournment:** There being no further business, Omar Elgourani moved and seconded by Nash Patel to adjourn at 5:30 p.m. Motion carried by a vote of ten (10) affirmative votes to zero (0) negative votes.

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Sammy Gordy, Chairwoman

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Mickey Merritt, Sec/Treasury