

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

**Minutes  
November 21, 2016**

**Date and Place:** The regular meeting of the Convention and Visitors Bureau was held at the Convention and Visitors Bureau office on November 21, 2016 at 4:00 p.m. The Chairman, Nash Patel presided.

**Roll Call:**        **Present**

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

**Absent**

Sue Nicholson (excused)	Norene Smith (excused)
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**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 November 21, 2016 board meeting agenda. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

**Minutes:** It was moved by Lane Howell and seconded by Mickey Merritt to approve the October 17, 2016 minutes 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 hand as of October 31, 2016.

General Funds	\$9,075,610.92
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Report filed for audit.

**Travel Plans:** It was moved by Mickey Merritt and seconded by Don O'Toole to approve the additional travel plans for January 2017 through March 31, 2017. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

### **Committee Meeting Reports:**

**Bid Committee** – Don O’Toole, chairman, reported that the committee met on November 21, 2017 at 3:30 p.m. to reviewed two (2) bids for the purchased of a new company vehicle.

1. Ryan Auto Group – 2017 Chevrolet Traverse in the amount of \$34,995.00.
2. Van-Trow Toyota – 2017 Toyota Sienna XLE in the amount of \$39,157.00

Don O’Toole reported that the committee recommendation is to accept the low bid from Ryan Auto Group to purchase a 2017 Chevrolet Traverse in the amount of \$34,995.00.

It was moved by Jerry Edmondson and seconded by Omar Elgourani to approve the bid committee recommendation to purchase a 2017 Chevrolet Traverse in the amount of \$34,995.00 from Ryan Auto Group. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

**Budget Committee** – Sammy Gordy, chairwoman, reported that the budget committee met on November 17, 2016 at 3:30 p.m. to review the 2016 Revised and 2017 Proposed Budget. She asked Alana Cooper to discuss the details of the budget to the board of directors. Alana Cooper reviewed the budget with the board of directors and reported that the budget will be voted for approval in the December 19, 2017 board of directors meeting.

**Tourism Development Grant Committee** – Ryan Roark, chairman, reported that the grant committee met on November 21, 2016 at 3:45 p.m. to review the following request for grant payments.

1. Biedenharn Museum & Gardens requested the final payment in the amount of \$1,878.62 for a Texas Spring Break Marketing Campaign.
2. Dixie Youth Baseball of West Monroe requested final payment in the amount of \$8,000.00 for drainage improvement.

It was moved was moved by Ryan Roark and seconded by Lane Howell to approve the request by the Biedenharn Museum & Gardens in the amount of \$1,878.62 and the Dixie Youth Baseball of West Monroe in the amount of \$8,000.00. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

### **Other Business:**

Alana Cooper requested that the board declare a 2005 Dodge Caravan as a surplus vehicle so that it can be auctioned at the next available public auction.

It was moved by Mickey Merritt and seconded by Omar Elgourani to declare the 2005 Dodge Caravan as a surplus vehicle and the Convention and Visitors Bureau can auction at the next available public auction. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

**President/CEO Report:**

Alana Cooper requested board approval to dedicate \$11,100.00 per year for three (3) Years if the Convention and Visitors Bureau is the successful bidder for the Louisiana FFA Convention. The funds will to be used for rental of the Monroe Civic Center in the years of 2018 through 2020.

It was moved by Kevin Crosby and seconded by Ryan Roark to dedicate \$11,100.00 per year for three (3) years if the Monroe-West Monroe Convention and Visitors Bureau is the successful bidder for the 2018 through 2020 Louisiana FFA Convention Motion carried by a vote of eight (8) affirmative votes to zero (0) negative votes.

Alana Cooper reported that the Convention Department will bid for a USSSA Boys Baseball Tournament to be held in April 2017. She requested board approval to dedicate \$3,000.00 for the bid fee.

It was moved by Kevin Crosby and seconded by Mickey Merritt to dedicate \$3,000.00 for the bid fee to host the April 2017 USSSA Boys Baseball Tournament. Motion carried by a vote of eight (8) affirmative votes to zero (0) negative votes.

**Adjournment:** There being no further business, it was moved by Sammy Gordy and seconded by Lane Howell to adjourn at 5:20 p.m. Motion carried by a vote of eight (8) affirmative votes to zero (0) negative votes.

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Nash Patel, Chairman

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Sammy Gordy, Secretary/Treasurer