

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

**Minutes
October 15, 2018**

Date and Place: The regular meeting of the Convention and Visitors Bureau was held at the Convention and Visitors Bureau on October 15, 2018, at 4:00 p.m. The Chairwoman, Sammy Gordy, presided.

Roll Call: **Present**

Kevin Crosby	
Sammy Gordy	Jordan Guillot
Mickey Merritt	Don O'Toole, Jr.
Nash Patel	Ryan Roark

Absent

Sue Nicholson (excused)	Norene Smith (excused)
Roderick Worthy (excused)	Omar Elgourani (excused)

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

Guest: EROD Staff
 Shane Smiley, Ouachita Parish Police Juror

Agenda: Ryan Roark moved and seconded by Mickey Merritt to approve the October 15, 2018 board meeting agenda. Motion carried by a vote of Seven (7) affirmative votes to zero (0) negative votes.

Minutes: Mickey Merritt moved and seconded by Kevin Crosby to approve the minutes of the September 17, 2018 board meeting as read. Motion carried by a vote of Seven (7) affirmative votes to zero (0) negative votes.

EORD – Gene Crain presented the monthly update on the East Ouachita Recreation District Baseball Fields. He stated that the timeline has not changed despite the amount of rain experienced. He reported that they are up from 30 tournaments booked to 43 tournaments. They are targeting USSA and 2D tournaments.

Nell Calloway with the Chennault Aviation and Military Museum thanked the board for allowing her to represent the Monroe-West Monroe CVB on the Sales Mission to China with the Louisiana Office of Tourism. She stated it was an honor and a privilege to have the opportunity to let Chinese tour groups know about all the great attraction in Northeast Louisiana.

Treasurer Report: The board members reviewed the itemized deposits and disbursements showing the following balance on hand as of September 30, 2018.

General Funds \$8,270,765.39

Ryan Roark moved and seconded by Nash Patel to approve September 30, 2018, financial reports as presented. Motion carried by a vote of seven (7) affirmative votes to zero (0) negative votes.

Report filed for audit.

Travel Plans: Nash Patel moved and seconded by Mickey Merritt to approve the additional travel plans for November through December 2018. Motion carried by a vote of seven (7) affirmative votes to zero (0) negative votes.

Committee Reports:

Personnel Committee – Nash Patel reported that the Personnel Committee met on October 15, 2018, to review the job description of the Sales and Event Developer. After reviewing the changes and new duties of the Sales and Event Developer the committee made the following recommendation.

Moved by Nash and seconded by Don O’Toole Jr. to approve the job description for the Sales and Event Developer as revised. Motion carried by a vote of seven (7) affirmative votes zero (0) negative votes.

Budget/Marketing Committee – Mickey Merritt reported that the Budget/Marketing committee met on October 12, 2018, to review the 2018 Revised and the 2019 Proposed Budget. Alana Cooper reviewed the 2018 Revised and the 2019 Proposed budget with the board of directors and suggested if there are any questions to call her before the November board meeting. The budget will be voted on in the November 19, 2018 board of directors meeting.

Signage Committee – Sammy Gordy reported that the Signage Committee met on October 15, 2018, to review the bid proposals for the Wayfinding Signage Project with E. Hunter Lancaster, of S.E. Huey Co. She reported that there were two (2) bids received for the project.

1. Bentz Construction Group, LLC for \$929,960.00
2. Amethyst Construction, Inc. for \$1,209,500.00

Sammy Gordy moved and seconded by Jordan Guillot to accept the low bid from Bentz Construction Group, LLC of \$929,960.00 for the construction of the Wayfinding Signage Project in Monroe-West Monroe. Motion carried by a vote of seven (7) affirmative votes to zero (0) zero negative votes.

Tourism Development Grant Committee – Ryan Roark reported that the committee met on October 15, 2018, to review a final payment request from the N/E Louisiana Arts Council for \$750.00.

Ryan Roark moved and seconded by Mickey Merritt to approve the final payment to the N/E Louisiana Arts Council for \$750.00. Motion carried by a vote of seven (7) affirmative votes to zero (0) negative votes.

The Committee reviewed a grant request from the Children’s Museum 2019 Easter Village for \$12,250.00. The committee reviewed the application and made the following recommendation.

The Committee made the recommendation not to approve the request, but they will be eligible to resubmit in January 2019.

President/CEO Report: Alana Cooper reported that the Convention and Visitors Bureau is hosting a Crappie Fishing Tournament in 2019. She stated it is a seven (7) day tournament with about 150 boats and three hundred fishermen. She requested board approval to dedicate \$7,000.00 to cover expenses for hosting the tournament.

Mickey Merritt moved and seconded by Jordan Guillot to dedicate \$7,000.00 for expenses to host a Crappie Fishing Tournament in 2019. Motion carried by a vote of seven (7) affirmative votes to zero (0) negative votes.

Adjournment: There being no further business, Ryan Roark moved and seconded by Mickey Merritt to adjourn at 6:00 p.m. Motion carried by a vote of seven (7) affirmative votes to zero (0) negative votes.

Sammy Gordy, Chairwoman

Mickey Merritt, Secretary/Treasurer