

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

**Minutes
October 16, 2017**

Date and Place: The regular meeting of the Convention and Visitors Bureau was held at the Convention and Visitors Bureau on October 16, 2017 at 4:00 p.m. The Chairwoman, Sammy Gordy Presided.

Roll Call: **Present**

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

Absent

None

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

Agenda: It was moved by Dr. Jerry Edmondson and seconded by Mickey Merritt to approve the October 16, 2017 board meeting agenda. Motion carried by a vote of eleven (11) affirmative votes to zero (0) negative votes.

Minutes: It was moved by Mickey Merritt and seconded by Omar Elgourani to approve the minutes of the September 18, 2017 board meeting minutes as read. Motion carried by a vote of eleven (11) affirmative votes to (0) negative votes.

Treasurer Report: The board members reviewed the itemized deposits and disbursements showing the following balance on hand as of September 30, 2017.

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|---------------|-----------------|
| General Funds | \$ 8,857,798.91 |
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Report filed for audit.

Travel Plans: It was moved by Lane Howell and seconded by Omar Elgourani to approve the additional travel plans for October through November 2017. Motion carried by a vote of eleven (11) affirmative votes to zero (0) negative votes.

Committee Reports:

Personnel Committee – Nash Patel reported that the Personnel Committee met on Monday, October 16, 2017 to review and discuss the renewal of the President/CEO employment contract for three (3) years from August 2017 through August 2020. After reviewing the contract the committee made the recommendation to approve the contract as written with an increase of not less than 4% per year.

It was moved by Nash Patel and second by Dr. Jerry Edmondson to renew the President/CEO contract for the next three (3) years ending August 2020 with pay raise annual of not less than 4% and receive all other benefits for employees. Motion carried by a vote of eleven (11) votes to zero (0) negative votes.

Nash Patel reported that the President/CEO presented the personnel committee with job titles changes and new job descriptions for an employee that will be hired at a later date. She requested approve of the changes as presented.

It was moved by Nash Patel and seconded by Omar Elgourani to approve the changes to the company job descriptions as presented by the President/CEO. Motion carried a vote of eleven (0) affirmative votes to zero (0) negative votes.

Tourism Development Grant Committee – Don O’Toole reported that the Tourism Development Grant Committee met to review a letter from the Strauss Theatre requesting to allow the Theatre to accept the bid provided by A.I.R. Plus rather than the bid from Service First with no change in the amount the Board has awarded to the Theatre.

It was moved by Don O’Toole and seconded by Mickey Merritt to approve the request of Strauss Theatre allowing them to accept the bid of A.I.R. Plus rather than the bid from Service Plus with no change in the amount awarded from the Board. Motion carried by a vote of eleven (11) affirmative votes to zero (0) negative votes.

Don O’Toole reported that Alana Cooper presented a new grant application for billboard grants. After reviewing the new application the board made recommendation to present to the new billboard grant application for final approval to the board.

It was moved by Sue Nicholson and seconded by Nash Patel to approve the new grant application for attractions to apply for a billboard grant. Motion carried by a vote of eleven (11) affirmative votes to zero (0) negative votes.

Other Business:

Signage - Alana Cooper reported that the city of West Monroe Historical District approved all wayfinding signs to be placed in the city of West Monroe as presented.

Sammy Gordy and Sue Nicholson reported that they met with the Monroe Historical District Board and the board approved all signs except three (3) signs that would be placed in the Garden District on North 3rd and Riverside Street.

Adjournment: There being no further business, it was by Mickey Merritt and seconded by Lane Howell to adjourn at 5:15 p.m. Motion carried by a vote of eleven (11) affirmative votes to zero (0) negative votes.

Sammy Gordy, Chairwoman

Lane Howell, Secretary/Treasurer