

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

**Minutes
October 17, 2016**

Date and Place: The regular meeting of the Convention and Visitors Bureau was held at the Convention and Visitors Bureau office on October 17, 2016 at 4:00 p.m. The Chairman, Nash Patel presided.

Roll Call:

Present

Kevin Crosby
Lane Howell
Don O'Toole
Ryan Roark

Dr. Jerry Edmondson
Sue Nicholson
Nash Patel

Absent

Omar Elgourani (excused)
Mickey Merritt (excused)

Sammy Gordy (excused)
Norene Smith (excused)

Staff:

Alana Cooper, President/CEO
Sylvia Bullard, Office Manager/Bookkeeper
Elmer Noah, Board Attorney

Agenda: It was moved by Sue Nicholson and seconded by Lane Howell to approve the October 17, 2016 board meeting agenda. Motion carried by a vote of seven (7) affirmative votes to zero (0) negative votes.

Minutes: It was moved by Jerry Edmondson and seconded by Don O'Toole to approve the September 19, 2016 minutes as read. Motion carried by a vote of seven (7) 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 September 30, 2016.

General Funds	\$8,179,994.38
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Report filed for audit.

Travel Plans: It was moved by Lane Howell and seconded by Jerry Edmondson to approve the additional travel plans for October 2016 through March 31, 2017. Motion carried by a vote of seven (7) affirmative votes to zero (0) negative votes.

Committee Reports:

Tourism Development Grant Committee – Ryan Roark reported that the committee met on October 17, 2016 at 3:30 p.m. to review payment requests from the following organizations:

1. The City of Monroe, Garrett House project requested payment in the amount of \$16,837.43 of the \$18,000.00 dedicated funds for the renovations of the Garrett House.
2. The West Monroe Civitan Smiles Park requested the 1st 75% payment of 20,000.00 in the amount of \$15,000.00 for work completed on the park.

It was moved by Ryan Roark and seconded by Lane Howell to approve the payments to the City of Monroe, Garrett House project in the amount of \$16,837.43 and the West Monroe Civitan Smiles Park in the amount of \$15,000.00. Motion carried by a vote of seven (7) affirmative votes to zero (0) negative votes.

Ryan Roark reported that the following organizations also submitted payment request with no action taken until further information is received.

1. N/E Louisiana Soccer Association
2. Mau Tau
3. Chenault Aviation and Military Museum

Other Business:

Alana Cooper reported that the Convention and Visitors Bureau has received the Audit Engagement Letter from the firm of Johnson, Perry, Roussel & Cuthbert L.L.P. to approve for the audit ending December 2016. She requested board approval to sign the Letter Engagement employing the firm of Johnson, Perry, Roussel & Cuthbert to perform the audit.

It was moved by Kevin Crosby and seconded Sue Nicholson to approve the engagement letter from Johnson, Perry, Roussel & Cuthbert for the audit ending December 31, 2016. Motion carried by a vote of seven (7) affirmative votes to zero (0) negative votes.

Alana Cooper requested board approval to make a change to the employee holiday schedule. She reported that the policy states that the employee gets New Year Eve as a holiday only if it falls on Monday through Friday. She requested that holiday policy be changed to add New Year Eve as a holiday no matter what day it falls on.

It was moved by Sue Nicholson and seconded by Jerry Edmondson to change the policy stating that New Year Eve will be recognized as a holiday no matter what day it falls on. Motion carried by a vote of seven (7) affirmative votes to zero (0) negatives votes.

President/CEO Report: Alana Cooper reported that the Convention Department will bid on a Fishers of Men South Central Region, District 6 Championship Tournament, to be held in October 2017. The tournament should bring in about 400 fishermen. The hosting fees for the tournament is \$7,500.00, one (1) meal and six (6) comp room for officers. She requested board approval to dedicate up to \$10,000.00 if we are the successful bidder.

It was moved by Ryan Roark and seconded by Lane Howell to dedicate \$10,000.00 if the Convention and Visitors Bureau is the successful bidder of the Fishers of Men South Central Region District 6 Championship Tournament. Motion carried by a vote of seven (7) affirmative votes to zero (0) negative votes.

Adjournment: There being no further business, it was moved by Lane Howell and seconded by Jerry Edmondson to adjourn at 5:00 p.m. Motion carried by a vote of seven (7) affirmative votes to zero (0) negative votes.

Nash Patel, Chairman

Sammy Gordy, Secretary/Treasurer