

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

**Minutes
February 19, 2018**

Date and Place: The regular meeting of the Convention and Visitors Bureau was held at the Convention and Visitors Bureau on February 19, 2018, at 4:00 p.m. The Chairwoman, Sammy Gordy presided.

Roll Call: **Present**

Kevin Crosby	Sammy Gordy
Jordan Guillot	Sue Nicholson
Don O'Toole	Nash Patel
Norene Smith	

Absent

Omar Elgourani (excused)	Mickey Merritt (excused)
Ryan Roark (excused)	

Staff: Alana Cooper, President/CEO
 Sylvia Bullard, Finance Manager

Guests: Gene Crain, Executive Director, East Ouachita Recreation District No. 1
 Rick Grimmet, Board Member, East Ouachita Recreation District No. 1
 Bryan McGuire, Architecture Alliance
 Robert Ellis, Architecture Alliance

Agenda: It was moved by Nash Patel and seconded by Norene Smith to approve the February 19, 2018, board meeting agenda. Motion carried by a vote of Seven (7) 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 on a payment request submitted for 75% of grant funds dedicated to the turfing of eight (8) baseball/softball fields. Gene Crain presented and reviewed the timeline of the work that had been done or in the progress of being completed on the EORD Sports' Complex. They also presented architectural redesign of the Sports Complex once completed.

Minutes: It was moved by Don O'Toole and seconded by Nash Patel to approve the minutes of January 29, 2018, board meeting 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 January 31, 2018.

General Funds	\$9,594,943.88
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Report filed for audit.

Travel Plans: It was moved by Nash Patel and seconded by Kevin Crosby to approve the additional travel plans for June 2018. Motion carried by a vote of seven (7) affirmative votes to zero (0) negative votes.

Committee Report:

Tourism Development Grant Committee – Don O’Toole reported that the tourism development grant committee met on February 19, 2018, at 3:30 p.m. to review requests for final payments.

1. The Children’s Museum requested final payment in the amount of \$5,000.00 dedicated to marketing and upgrades for Christmas on the River events held at the Children’s Museum.
2. The City of West Monroe Police Department requested final payment for dedicated funds to purchase Public Safety Barriers. They were granted \$10,000.00 and came in under budget in the amount of \$9,976.00, leaving a balance of \$24.00 which they recommended to give back to the grant funds.
3. Monroe Renaissance requested final payment of \$1,250.00 for funds dedicated to the Christmas Fireworks and \$ 995.00 for Christmas Wonderland and purchase of LED Lights used for Light the Night.

It was moved by Don O’Toole and seconded by Sue Nicholson to approve the final payment requests as recommended by the grant committee. Motion carried by a vote of seven (7) affirmative votes to zero (0) negative votes.

The committee also reviewed the following three (3) grants on the dedicated fund list that one (1) year deadline had expired.

1. Cotton Stakes Classic final payment in the amount of \$5,000.00.
2. The Ike Derby grant in the amount of \$20,000.00.
3. The Downtown Arts Alliance final payment in the amount of \$1,775.00.

The West Monroe Police Department relinquished funds of \$24.00 back to the Convention and Visitors Bureau because they came in under budget on the cost of the Public Safety Barriers.

It was moved by Don O’Toole and seconded by Norene Smith to dedicate back to the grant fund the amount of \$26,775.00 of funds that had reached its one (1) year deadline and \$24.00 from the West Monroe Police Department for funds not needed. Motion carried by a vote of seven (7) affirmative votes to zero (0) negative votes.

East Ouachita Recreation District #1 – The board discussed EORD grant payment request in the amount of \$750,000.00 and decided to hold off on the payment. They agreed to give EORD an extension of ninety (90) days ending in May. They will have to make significant progress towards completion of one (1) through five (5) as stated on their list of the status of work to be done.

- 1) Site Grading and Drainage - Awarded to Kepper Dirt Contracting and under contract. He is on site and has updated GPS information. He has also removed piping and begun retention ponds, grading, and drainage. (60 days to complete- weather permitting)
- 2) Site Utilities — Awarded to Gentry Construction and under contract. He has mobilized and is coordinating with Kepper. (3 weeks to complete - weather permitting)
- 3) Groundbreaking Ceremony — to be held with media, dignitaries (week of March 5)
- 4) Water Main — Cooperative endeavor with GOWC negotiated due to their need to loop water lines for the safety of their entire system. (Work to be performed by TAC Agency and completed in less than (60 days)
- 5) Turf Fields and LED Lighting — Awarded to GEO Surfaces and under contract. Payment for materials has already been made and they are storing until grading completed. (8 weeks to complete — weather permitting)

After the ninety (90) days end in May they need to come back to the board to give an update.

It was moved by Kevin Crosby and seconded by Don O'Tool to grant East Ouachita Recreation District No. 1, ninety (90) days to make sufficient progress toward the completion of the five (5) work status items to install the turf on the eight (8) fields before funds of \$750,00.00 be released. 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 Kevin Crosby and seconded by Sue Nicholson to adjourn at 5:30 p.m. Motion carried by a vote of seven (7) affirmative votes to zero (0) negative votes.

Sammy Gordy, Chairwoman

Mickey Merritt, Secretary/Treasurer