

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

**Minutes
December 21, 2015**

Date and Place: The regular meeting of the Convention and Visitors Bureau was held at the Convention and Visitors Bureau office on December 21, 2015 at 4:00 p.m. The Chairman, Norene Smith presided.

Roll Call: Present

Jerry Edmondson	Omar Elgourani
Sammy Gordy	Lane Howell
Don O'Toole	Ryan Roark
Janet Rutledge	Norene Smith

Absent

Gretchen Kovac (excused)	Sue Nicholson (excused)
Nash Patel (excused)	

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

Agenda: It was moved by Lane Howell and seconded by Sammy Gordy to approve the December 21, 2015 board meeting agenda. Motion carried by a vote of eight (8) affirmative votes to zero (0) negative votes.

Minutes: It was moved by Jerry Edmondson and seconded by Lane Howell to approve the November 17, 2015 minutes as read. Motion carried by a vote of eight (8) 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 November 31, 2015.

General Funds	\$7,957,106.07
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Report filed for audit.

Budget: Alana Cooper reported that the 2015 Revised and 2016 Proposed budget was presented in the November board meeting for review and needs to be voted on in the December 2015 meeting.

It was moved by Don O'Toole and seconded by Lane Howell to approve the 2015 Revised and 2016 Proposed Operating Budget as presented. Motion carried by a vote of eight (8) affirmative votes to zero (0) negative votes

Travel Plans: It was moved by Lane Howell and seconded by Omar Elgourani to approve the additional travel plans for January through March 2016. Motion carried by a vote of eight (8) affirmative votes to zero (0) negative votes.

Committee Report:

Tourism Development Grant Committee – Janet Rutledge, Chairwoman, reported that the committee met on December 21, 2015 at 3:30 p.m. to review grant payment requests.

1. Chennault Aviation & Military Museum requested final payment in the amount of \$4,360.00 for billboards and a promotional video.
2. Monroe Renaissance requested final payment in the amount of \$625.00 for the 4th of July fireworks.
3. ULM University Park requested final payment in the amount of \$80,000.00 for upgrades to the University Park Maintenance Building.

It was moved by Janet Rutledge and seconded by Jerry Edmondson to approve the payments as requested. Motion carried by a vote of eight (8) affirmative votes to zero (0) negative votes.

Other Business: Alana Cooper reported that she was approached by the North Louisiana Economic Partnership Group to support the Branding Design for the four (4) parishes of Lincoln, Ouachita, Morehouse, and Union. The branding will promote visitors, tourism, relocation and businesses in the four parishes. The Convention and Visitors Bureau share would be \$1,500.00.

It was move by Omar Elgourani and seconded by Jerry Edmondson to support the North Louisiana Economic Partnership Group Brand Design of the four (4) parishes of Lincoln, Ouachita, Morehouse and Union in the amount of \$1,500.00. Motion carried by a vote of eight (8) affirmative votes to zero (0) negative votes.

Alana Cooper reported that she sent out a request for quotes on the printing of 75,000 visitor's guides. She stated she received three (3) quotes and accepted the lowest bid of \$24,153.00 from McCormick Armstrong.

It was moved by Sammy Gordy and seconded by Lane Howell to approve the quote from McCormick Armstrong in the amount of \$24,153.00 to print 75,000 visitors' guides. 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 Lane Howell and seconded by Don O'Toole to adjourn at 5:25 p.m. Motion carried by a vote of eight (8) affirmative votes to zero (0) negative votes.

Norene Smith, Chairwoman

Lane Howell, Secretary/Treasurer