

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

February 15, 2016

Date and Place: The regular meeting of the Convention and Visitors Bureau was held at the Convention and Visitors Bureau office on February 15, 2016 at 4:00 p.m. The Chairwoman, Norene Smith presided.

Roll Call: **Present**

Jerry Edmondson	Sammy Gordy
Lane Howell	Gretchen Kovac
Sue Nicholson	Don O'Toole
Nash Patel	Ryan Roark
Norene Smith	

Absent

Omar Elgourani (excused)	Janet Rutledge (excused)
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Staff: Alana Cooper, President/CEO
 Sylvia Bullard, Office Manager

Media: Zack Parker, The Ouachita Citizen

Agenda: It was moved by Gretchen Kovac and seconded by Sue Nicholson to approve the February 15, 2016 board meeting agenda. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Minutes: It was moved by Lane Howell and seconded by Nash Patel to approve the January 25, 2016 minutes as read. Motion carried by a vote of nine (9) 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, 2016.

General funds	\$7,689,735.12
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Report filed for audit.

Travel Plans: It was moved by Nash Patel and seconded by Jerry Edmondson to approve the additional travel plans for February through May 2016. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Committee Report:

The Tourism Development Grant Committee – Don O’Toole reported that the committee received one (1) final payment request in the amount of \$3,875.00 from the Northeast Louisiana Children’s Museum.

It was moved by Don O’Toole and seconded by Jerry Edmondson to approve the final payment request in the amount of \$3,875.00 from the Northeast Louisiana Children’s Museum. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Other Business:

Alana Cooper reported that the Board Attorney, Elmer Noah, drafted guidelines for the Agenda Preparation and Dissemination for the Convention and Visitors Board of Directors meetings. She stated that the document was sent by e-mail to each board member for review and to be voted on in this meeting.

It was moved by Gretchen Kovac and seconded by Don O’Toole to approve the Agenda Preparation and Dissemination for Board of Directors meetings as presented. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Alana Cooper reported that the Attorney, Elmer Noah, made revisions to the Public Participation in the Monroe-West Monroe Convention and Visitors Bureau Board of Directors meetings. She stated that the board members also received the revised copy by e-mail to be reviewed and voted on in this meeting.

It was moved by Lane Howell and seconded by Ryan Roark to approve the revisions made by the Board Attorney, Elmer Noah, to the Public Participation in the Monroe-West Monroe Convention and Visitors Bureau Board Meetings. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

President/CEO Report

Alana Cooper reported that the Convention and Visitors Bureau will bid on the LHSAA Cheer and Dance Competition for three (3) years starting in 2016 through 2019. She requested board approval to dedicate in Special Promotion \$8,500 per year for three (3) years in the total amount of \$25,500.00 for the rental of the Civic Center and other expenses.

It was moved by Sue Nicholson and seconded by Gretchen Kovac to dedicate \$25,500.00 to Special Promotion for the LHSAA Cheer and Dance Competition in the amount of \$8,500.00 per year for three (3) years starting in 2016 for rental of the Civic Center and other expenses. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Adjournment: There being no further business, it was moved by Sammy Gordy and seconded by Lane Howell to adjourn at 4:40 p.m. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Norene Smith, Chairwoman

Lane Howell, Secretary/Treasurer

