

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

March 21, 2016

Date and Place: The regular meeting of the Convention and Visitors Bureau was held at the Convention and Visitors Bureau office on March 21, 2016 at 4:00 p.m. The Chairwoman, Norene Smith presided.

Roll Call: **Present**

Dr. Jerry Edmondson	Sammy Gordy
Lane Howell	Gretchen Kovac
Sue Nicholson	Don O'Toole
Nash Patel	Janet Rutledge
Norene Smith	

Absent

Omar Elgourani (excused)	Ryan Roark (excused)
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Staff: Alana Cooper, President/CEO
 Sylvia Bullard, Office Manager
 Elmer Noah, Board Attorney

Agenda: It was moved by Sue Edmondson and seconded by Lane Howell to approve the March 21, 2016 board meeting agenda. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Minutes: It was moved by Nash Patel and seconded by Lane Howell to approve the February 15, 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 February 29, 2016.

General Funds	\$8,031,032.30
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Report filed for audit.

Travel Plans: It was moved by Sammy Gordy and seconded by Sue Nicholson to approve the additional travel plans for March through June 2016. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Committee Report:

Tourism Development Grant Committee – Janet Rutledge reported that the committee met to review payment requests from the Monroe Renaissance and the City of Monroe Civic Center.

1. The Monroe Renaissance requested final payment in the amount of \$2,125.00 for 2016 Christmas Activities. It was moved by Janet Rutledge and seconded by Sue Nicholson to approve upon receiving an

itemized expense report. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

2. City of Monroe Civic Center requested the first 75% of dedicated funds to replace the fountain lights with LED lights. The committee reviewed quotes submitted by the Civic Center and the committee recommended to pay the first 75% of the \$20,000.00 dedicated in the amount of \$15,000.00.

It was moved by Janet Rutledge and seconded by Sue Nicholson to approve the first payment of 75% to the City of Monroe Civic Center in the amount of \$15,000.00 to replace the fountain lights to LED lights. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

President/CEO Report: Alana Cooper reported that applications were sent out to different organization to apply for a scholarship to attend the STS Marketing College in Dahlonaga, Georgia in May 2016. She reported that she had a few applicants to apply. The scholarship will go to Melissa Thaxton, marketing director for the Monroe Civic Center.

Adjournment: There being no further business, it was moved by Don O'Toole and seconded by Lane Howell to adjourn at 4:50 p.m. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

Norene Smith, Chairwoman

Lane Howell, Secretary/Treasurer