

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

**Minutes  
May 16, 2016**

**Date and Place:** The regular meeting of the Convention and Visitors Bureau was held at the Convention and Visitors Bureau office on May 16, 2016 at 4:00 p.m. The Chairwoman, Norene Smith presided.

**Roll Call:**       **Present**  
Dr. Jerry Edmondson                      Sammy Gordy  
Lane Howell                                Sue Nicholson  
Don O'Toole                                Nash Patel  
Ryan Roark                                 Janet Rutledge  
Norene Smith

**Absent**  
Omar Elgourani (excused)

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

**Guest:**           Zack Parker, Ouachita Citizen

**Agenda:** It was moved by Don O'Toole and seconded by Lane Howell to approve the May 16, 2016 board meeting agenda. Motion carried by a vote nine (9) affirmative votes to zero (0) negative votes.

**Minutes:** It was moved by Sammy Gordy and seconded by Sue Nicholson to approve the April 18, 2016 minutes as read. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

**Treasurer Reports:** The board members reviewed the itemized deposits and disbursements showing the following balance on hand as of April 30, 2016.

General Funds                      \$7,949,806.46

Report filed for audit.

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

## **Committee Reports**

**Nominating Committee** – Sue Nicholson reported that the Nominating Committee submitted the following slate of officers for the June 2016 through May 2017 term in the April 18, 2016 meeting to be voted on in the May 2016 meeting.

Nash Patel – Chairman  
Dr. Jerry Edmondson – Vice Chairman  
Sammy Gordy – Secretary/Treasurer

It was moved by Sue Nicholson and seconded by Don O’Toole to approve the Nominating Committee recommendation for the June 2016 through May 2017 slate of officers as presented. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

### **Other Business:**

**Legal Journal:** Alana Cooper reported that the Convention and Visitors Bureau received two (2) quotes for the Official Journal of the Convention and Visitors Bureau’s legal advertising.

1. The News Star
2. The Ouachita Citizen

The board reviewed the quotes and made the following recommendation to continue to use the Ouachita Citizen as the Legal Journal.

It was moved by Sammy Gordy and seconded by Jerry Edmondson to accept the quote of the Ouachita Citizen as the Convention and Visitors Bureau Legal Journal for the period of June 2016 through May 2017. Motion carried by a vote of nine (9) affirmative votes to zero (0) votes.

### **President/CEO Report**

**By-Laws** - Alana Cooper presented the board with a copy of revisions that she has made to the existing By-Laws. She reviewed the changes that she proposed that will be made and asked the board to look over the changes. She stated that the board will vote on the changes in the June 2016 board meeting.

**Stem Scholarship** - Alana Cooper reported that she would like to give two (2) teachers a \$2,000.00 scholarship each to attend the Christmas Expo Workshop to be held in Chicago, Illinois, July 11-16, 2016. She stated that one teacher will be selected from Ouachita Parish and one from the City of Monroe School System. She stated that after attending the workshop each will be required to do a thirty (30) minute animated light show for Christmas on the River at a given location.

It was moved by Jerry Edmondson and seconded by Lane Howell to approve the President/CEO request to give two (2) \$2,000.00 Stem Scholarship one (1) teachers in the Ouachita Parish and one (1) teacher in the Monroe City School System to attend the Christmas Expo Workshop in Chicago, Illinois, July 11-16, 2016.

Alana Cooper asked the board if she can change the time of the June board meeting to 11:00 a.m. instead of 4:00 p.m. due to an out of town function hosted by the Convention and Visitors Bureau in Darrow, Louisiana she needs to attend.

The board approved the request.

**Adjournment:** There being no further business, it was moved by Lane Howell and seconded by Jerry Edmondson to adjourn at 4:45 p.m. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

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Norene Smith, Chairwoman

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Lane Howell, Secretary/Treasurer