

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

**Minutes
November 17, 2015**

Date and Place: The regular meeting of the Convention and Visitors Bureau was held at the Convention and Visitors Bureau office on November 17, 2015 at 4:00 p.m. The Chairwoman, Norene Smith presided.

Roll Call: **Present**

Omar Elgourani	Lane Howell
Gretchen Kovac	Don O'Toole
Ryan Roark	Norene Smith

Absent

Jerry Edmondson (excused)	Sammy Gordy (excused)
Sue Nicholson (excused)	Nash Patel (excused)
Janet Rutledge (excused)	

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

Agenda: It was moved by Gretchen Kovac and seconded by Omar Elgourani to approve the November 17, 2015 board meeting agenda. Motion carried by a vote of six (6) affirmative votes to zero (0) negative votes.

Minutes: It was moved by Don O'Toole and seconded by Lane Howell to approve the October 19, 2015 minutes as read. Motion carried by a vote of six (6) 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 October 31, 2015.

General Funds \$7,249,799.50

Report filed for audit.

Travel Plans: It was moved by Lane Howell and seconded by Don O'Toole to approve the additional travel plans for November 2015 through February 2016. Motion carried by a vote of six (6) affirmative votes to zero (0) negative votes.

Committee Reports:

Budget Committee – Lane Howell reported that the Budget Committee met on November 16, 2015 at 10:30 a.m. to review the 2015 Revised and 2016 Proposed Budget. Alana Cooper presented and reviewed the budget with the board of directors and stated that the 2015 Revised and 2016 proposed budget will be voted on in the December 21, 2015 board meeting.

Tourism Development Grant Committee – Ryan Roark reported the Tourism Development Grant Committee met on November 17, 2015 at 3:30 p.m. to review final payment requests.

1. Twin City Art Foundation requested final payment in the amount of \$ 681.00 grant for a new website.
2. Mu Tau, Inc. requested final payment in the amount of \$2,293.75 for the Fun Roe Fest out of state advertising.
3. Cotton Stakes Classic request payment in the amount of \$11,242.00 for the Ike Derby Classic held at the Ike Hamilton.
4. Susan G. Komen of N/E La request final payment in the amount of \$250.00 for the Race for the Cure Marketing.

Ryan Roark reported that after reviewing the final payment requests the committee recommended to approve the payments as requested.

It was moved by Don O’Toole and seconded by Gretchen Kovac to accept the committee recommendation as presented. Motion carried by a vote of six (6) affirmative votes to zero (0) negative votes.

Other Business: Jon Schmieder, Founder and CEO, of the Huddle Up Group, presented his final report in analyzing, existing events, venues, and sports tourism activities in the area, and made his recommendation for the best growth potential for sports tourism.

Alana Cooper reported that the board needs to implement a policy for the amount of time for agenda items for the public to address the board.

It was moved by Ryan Roark and seconded by Don O’Toole to implement a policy to allow ten (10) minutes for an agenda item from the public. Motion carried by a vote of six (6) affirmative votes to zero (0) negative votes.

Adjournment: There being no further business, it was moved by Lane Howell and seconded by Omar Elgourani to adjourn at 5:15 p.m. Motion carried by a vote of six (6) affirmative votes to zero (0) negative votes.

Norene Smith, Chairwoman

Lane Howell, Secretary/Treasurer