

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

**Minutes  
October 19, 2015**

**Date and Place:** The regular meeting of the Convention and Visitors Bureau was held at the Convention and Visitors Bureau office on October 19, 2015 at 4:00 p.m. The Chairwoman, Norene Smith, presided.

**Roll Call:**        **Present**

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

**Absent**

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

**Agenda:** It was moved by Lane Howell and seconded by Don O'Toole to approve the October 19, 2015 board meeting agenda. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

**Minutes:** It was moved by Sammy Gordy and seconded by Don O'Toole to approve the September 21, 2015 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 September 30, 2015.

General Funds	\$7,247,283.59
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Report filed for audit.

**Travel Plans:** It was moved by Jerry Edmondson and seconded by Lane Howell to approve the additional travel plans for October to December 2015. Motion carried by a vote of nine (9) affirmative votes to zero (0) negative votes.

**Other Business:** Alana Cooper discussed that she would like to purchase a movie screen and microphone so that she can do community marketing. She stated that the screen will be used for community events and she will be able to go into neighborhoods and parks to show movies. She reported that she has one (1) quote with a cost of \$15,000.00 but she will get two (2) more before purchase.

**President/CEO Report:** Alana Cooper reported that the Pecanland Mall will have a Fall Festival at the mall on October 31, 2015. She requested the board's approval to close the office at 1:00 p.m. so the Saturday office staff can go to the mall to set up to work the Fall Festival until 5:00 p.m.

It was move by Sammy Gordy and seconded by Don O'Toole to approve the President/CEO request to close the office on Saturday, October 31, 2015 at 1:00 p.m. so Saturday staff can work the Fall Festival at the Pecanland Mall. 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 Sue Nicholson and seconded by Ryan Roark to adjourn at 5:00 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