Monroe-West Monroe Convention and Visitors Bureau

601 Constitution Drive, West Monroe, Louisiana 71292

Board of Directors Meeting

May 18, 2026

CALL TO ORDER

The regular meeting of the Monroe-West Monroe Convention and Visitors' Bureau Board of Directors was called to order at 4:08 PM by Chairperson Roderick Worthy.

ROLL CALL AND ATTENDANCE

The following members were present, constituting a quorum:

- Kevin Crosby
- Shelly Harrell
- Don O'Toole, Jr.
- Nash Patel
- Ryan Roark
- Roderick Worthy

Members Absent: Dr. Angela Crumpton-Lawrence, Josh Etheridge, Dr. Valerie Fields, Jordan Guillot and Diane Mulhearn

Others in Attendance: Alana Cooper (President/CEO), Elmer Noah (Board Attorney), Scott Bruscato (Executive Vice-President), Krystle Ivey (Director of Operations), Hollis Walker (Destination Marketing Sales Developer), Nicole Leggett (Sales Research & Sales Developer), Francy Beth Corley (Sales & Event Developer), and Stacy Gibson (Office Coordinator).

APPROVAL OF AGENDA

A motion was made by Shelly Harrell and seconded by Nash Patel to approve the agenda. The motion carried by a vote of six (6) in favor and zero (0) against.

PUBLIC COMMENTS

Chairperson Roderick Worthy opened the floor for public comments. No members of the public were present for comment.

APPROVAL OF MINUTES

A motion was made by Ryan Roark and seconded by Don O'Toole, Jr. to approve the minutes from the regular Board of Directors meeting held on April 27, 2026. The motion was carried by a vote of six (6) in favor and zero (0) against.

TREASURER'S REPORT

The board reviewed the Treasurer's Report, including itemized deposits and disbursements.
The General Funds balance as of April 30, 2026, was $9,111,849.25.

A motion was made by Don O'Toole, Jr. and seconded by Kevin Crosby to approve the April 30, 2026, financial reports, including the budget-to-actual comparison. The motion was carried by a vote of six (6) in favor and zero (0) against.

STAFF TRAVEL PLANS

A motion was made by Ryan Roark and seconded by Shelly Harrell to approve the minutes from the staff travel plans for May 2026 through September 2026. The motion was carried by a vote of six (6) in favor and zero (0) against.

COMMITTEE REPORTS AND ACTIONS

Finance Committee:

A motion was made by Ryan Roark and seconded by Kevin Crosby to approve all eligible vendors to be paid with a limit of $5,000.00 by credit card if fees are 3% or less and to approve all eligible vendors to be paid by ACH. Motion carried by a vote of six (6) affirmative votes to zero (0) negative votes.

A motion was made by Ryan Roark and seconded by Nash Patel for a bid purchase up to $325,000.00, plus a 10% auction fee for the buildings at 1829 & 1831 Old Natchitoches Road, West Monroe, LA 71292. Motion carried by a vote of six (6) affirmative votes to zero (0) negative votes.

A motion was made by Ryan Roark and seconded by Kevin Crosby to approve credit card policy authorization to increase employees' credit card limits due to increase in travel expenses and hotel costs for events. President/CEO will remain at $20,000.00; Executive Vice-President will increase from $6,000.00 to $12,000.00; Vice-President of Marketing and Communications and Director of Operations would increase from $6,000.00 to $8,000.00. Remaining employees will increase from $2,500.00 to $5,000.00 Motion carried by a vote of six (6) affirmative votes to zero (0) negative votes.

A motion was made by Ryan Roark and seconded by Kevin Crosby to approve the Debt Policy Procedure. Motion carried by a vote of six (6) affirmative votes to zero (0) negative votes.

Nomination Committee:

A motion was made by Don O'Toole, Jr. and seconded by Ryan Roark to approve the proposed officers effective June 1, 2026:

Proposed Officers: 2026 - 2027
Chairman: Don O'Toole, Jr.
Vice-Chairman: Kevin Crosby
Secretary-Treasurer – Shelly Harrell

Motion carried by a vote of six (6) affirmative votes to zero (0) negative votes.

COMMITTEE MINUTES

A motion was made by Don O'Toole, Jr. and seconded by Shelly Harrell to approve the Tourism Development Committee Minutes held on April 27, 2026. The motion was carried by a vote of six (6) in favor and zero (0) against.

A motion was made by Don O'Toole, Jr. and seconded by Roderick Worthy to approve the Nomination Committee Minutes held on April 27, 2026. The motion was carried by a vote of six (6) in favor and zero (0) against.

A motion was made by Ryan Roark and seconded by Kevin Crosby to approve the Finance Committee Minutes held on May 15, 2026. The motion was carried by a vote of six (6) in favor and zero (0) against.

ADJOURNMENT

A motion was made by Don O'Toole, Jr. and seconded by Ryan Roark to adjourn the meeting at 5:00 PM. The motion was carried by a vote of six (6) in favor and zero (0) against.

Respectfully Submitted,

Roderick Worhty

Roderick Worthy, Chairperson

Nash Patel

Nash Patel, Treasurer