

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

**Minutes
December 17, 2018**

Date and Place: The regular meeting of the Convention and Visitors Bureau was held at the Convention and Visitors Bureau on December 17, 2018, at 4:00 p.m. The Chairwoman, Sammy Gordy, presided.

Roll Call: **Present**

Kevin Crosby	Omar Elgourani
Sammy Gordy	Jordan Guillot
Mickey Merritt	Sue Nicholson
Nash Patel	Ryan Roark
Norene Smith	Roderick Worthy

Absent

Don O'Toole, Jr. (excused)

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

Guest: EORD, Gene Crain and Staff

Agenda: Sue Nicholson moved and seconded by Ryan Roark to approve the December 17, 2018 board meeting agenda. Motion carried by a vote of ten (10) affirmative votes to zero (0) negative votes.

EORD: Gene Crain reported that the baseball fields will not be complete as agreed by December 31, 2018. He stated that progress has been slow due to the rainfall. He said they had to reschedule tournaments for February. He asked the Bureau to hang in there with them. It will get done.

The board made the following recommendation:

Sue Nicholson moved and seconded by Omar Elgourani to extend the cooperative endeavor agreement until April 30, 2019. Motion carried by a vote of ten (10) affirmative votes to zero (0) negative votes.

Minutes: Mickey Merritt moved and seconded by Sue Nicholson to approve the minutes of the November 19, 2018 board meeting as read. Motion carried by a vote to ten (10) 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 November 30, 2018.

General Funds 9,471,863.65

Nash Patel moved and seconded by Mickey Merritt to approve the November 30, 2018 financial reports as presented. Motion carried by a vote of ten (10) affirmative votes to zero (0) negative votes.

Report filed for audit.

Travel Plans: Ryan Roark moved and seconded by Mickey Merritt to approve the additional travel plans for January 2019 through April 2019. Motion carried by a vote of ten (10) affirmative votes to zero (0) negative votes.

Committee Report: Ryan Roark reported that the Tourism Development Grant Committee met on Monday, December 17, 2018 at 3:30 to review the following grants for payment.

1. Cooley House requested a final payment of \$500.00.
2. Biedenharn Gardens and Museum requested final payment of \$16,003.00.
3. Chennault Aviation and Military Museum requested final payment of \$2,500.00.
4. Mann Family Charities requested final payment of \$2,500.00

Ryan Roark moved and seconded by Omar Elgourani to release final payment to the Cooley House and the Biedenharn Gardens and Museum, with funds to be released to the Chennault Aviation and Military Museum and the Mann Family Charities after further information is received. Motion carried by a vote of ten (10) affirmative votes to zero (0) negative votes.

Ryan Roark reported that the Friends of Black Bayou submitted a request for a partial payment for \$17,614.90 for work done on the construction of the new alligator exhibit.

Ryan Roark moved and seconded by Sue Nicholson to approve the payment of \$17,614.90 to the Friends of Black Bayou for work done on the construction of the new alligator exhibit. Motion carried by a vote of ten (0) affirmative votes to zero (0) negative votes.

Ryan Roark reported that the Tourism Development Grant committee received a request from The Town of Sterlington requesting a transfer of funds from a grant dedicated for batting cages at the Sports Complex for \$360,000.00. They reported that the lowest bid for construction of the batting cages was \$437,900.00 which was \$77,900.00 over the \$360,000.00.

They requested that the committee consider transferring the funds to build a permanent concession stand and a restroom facility that is very much needed for the softball side of the complex.

Moved by Ryan Roark and seconded by Norene Smith to approve The Town of Sterlington request of transferring funds of \$360,000.00 from batting cages to a permanent concession stand and restroom facility at the Sports Complex with a six (6) month extension to complete the work. Motion carried by a vote of ten (10) affirmative votes to zero (0) negative votes.

Ryan Roark reported that the committee reviewed grants that have passed the one (1) year deadline. He stated that the amount of \$58,311.00 would go back into the special promotion budget.

Ryan Roark moved and seconded by Mickey Merritt to place the funds that passed the one (1) year deadline of \$58,311.00 back into the special promotion budget. Motion carried by a vote of ten (10) affirmative votes to zero (0) negative votes.

Ryan Roark reported that the committee reviewed cost for the 2019 Billboard Grants that the committee designated for approval in the November 17, 2018 board meeting. He stated that the cost is \$65,375.00 for eleven (11) billboards and twenty-five (25) vinyls.

Ryan Roark moved and seconded by Nash Patel to approve the cost of \$65,375.00 for the eleven (11) billboards and twenty-five (25) vinyls. Motion carried by a vote of ten (10) affirmative votes to zero (0) negative votes.

President/CEO: Alana Cooper reported that the Convention and Visitors Bureau will hold its annual staff retreat on January 2, 2019. She requested board approval to close the office on that day.

Sue Nicholson moved and seconded by Jordan Guillot to approve closing the Convention and Visitors Bureau office on January 2, 2019 for the annual staff retreat. Motion carried by a vote of ten (10) affirmative votes to zero (0) negative votes.

Alana Cooper stated that the Convention and Visitors Bureau, in partnership with the University of Louisiana at Monroe will bid for a 2020 -2021 NAIA Outdoor Track and Field Meet to be held at the University of Louisiana at Monroe. She requested approval from the board to dedicate \$30,000.00 for bidding and hosting fees if awarded bid.

Omar Elgourani moved and seconded by Mickey Merritt to approve dedicating \$30,000.00 for bidding and hosting fees if the Convention and Visitors Bureau is the successful bidder of the 2020-2021 NAIA Outdoor Track and Field Meet to be held at the University of Louisiana at Monroe. Motion carried by a vote of ten (10) affirmative votes to zero (0) negative votes.

Alana Cooper reported that the Convention and Visitors Bureau will host a Super NIT Baseball Tournament in April 2019. She requested board approval to dedicate \$5,000.00 to host the tournament in the Monroe-West Monroe area.

Sue Nicholson moved and seconded by Jordan Guillot to dedicate \$5,000.00 to host the Super NIT Baseball Tournament in April 2019 in the Monroe-West Monroe area. Motion carried by a vote of ten (10) affirmative votes to zero (0) negative votes.

Adjournment: There being no further business, Jordan Guillot moved and seconded by Ryan Roark to adjourn at 5:30 p.m. Motion carried by a vote of ten (10) affirmative votes to zero (0) negative votes.

Sammy Gordy, Chairwoman

Mickey Merritt, Secretary/Treasurer