



**Minutes of the
Pointe Coupee Parish Office of Tourism
Board of Commissioners
August 11, 2023**

A meeting of the Pointe Coupee Parish Office of Tourism Board of Commissioners was held on Friday, August 11, 2023 at the Pointe Coupee Office of Tourism, 500 W. Main Street, Suite 104, New Roads, LA. The meeting was called to order at 1:34 p.m., and the meeting was chaired by President, Mrs. Lisa Robillard.

Commissioners Present:	Lisa Robillard, President Roye Lynn Chenevert, Vice-President Valery Dukes, Secretary/Treasurer Wilmer D. Moore, Commissioner Betty Fontaine, Commissioner Mary Debetaz, Commissioner
Commissioners Absent:	Adrienne Williams, Commissioner
Others Present:	Carlyn Morales, Director Brandi Jarreau, Office Assistant

ROLL CALL: Mrs. Robillard called the roll.

INSPIRATIONAL WORD:

Mr. Moore opened the meeting with an inspirational word.

APPROVAL OF MINUTES:

The Board dispensed with the reading of the minutes of the July 14, 2023 board meeting. Mrs. Robillard asked if everyone had a chance to review the minutes prior to the meeting and asked if there were any changes. President, Mrs. Robillard asked for any public comments and there were none. A motion was made by Mrs. Fontaine, and seconded by Mr. Moore, and passed unanimously, to approve the minutes of the July 14, 2023 Board Meeting.

SECRETARY-TREASURER REPORT:

The Board of Supervisors conducted a review of the Financial Statement for July 2023. Director, Mrs. Morales, reviewed the Financial Statement in detail. President, Mrs. Robillard asked for any public comments and there were none. The Financial Statement (which contain a record of the receipts and disbursements) was approved by the Board in a motion by Mrs. Debetaz and seconded by Mrs. Fontaine and passed unanimously.

GENERAL ACCOUNT

JULY 2023 RECEIPTS

Bank Plus	\$ 9.92
(Interest payment)	
TOTAL RECEIPTS	\$ 9.92

JULY 2023 DISBURSEMENTS

Adobe -----	\$ 57.44
(Acrobat Reader, Photoshop & Illustrator Monthly Subscription)	
AT&T -----	\$ 92.23
(July bill)	
Daigle Outdoor Advertising -----	\$ 300.00
(Billboard rental for July 2023)	
Pointe Coupee Historical Society -----	\$ 750.00
(July 2023 Room Rental)	
Shutterstock -----	\$ 31.74
(Photos)	
Xerox -----	\$ 203.78
(July Invoice)	
Carlyn Morales -----	\$ 1,116.12
(Payroll for PP 06/19/23 – 07/02/2023)	
Carlyn Morales -----	\$ 1,116.13
(Payroll for PP 07/03/23 – 07/16/2023)	
Constant Contact -----	\$ 145.00
(Monthly Charge)	
Constant Contact -----	\$ 1,218.00
(Annual Charge)	
Market at the Mill -----	\$ 1,000.00
(Fall 2023 Sponsorship)	
Friends of Main Street -----	\$ 500.00
(Boo & Brew Sponsorship)	
Rocketkidz Foundation -----	\$ 500.00
(River Roux Triathlon Sponsorship)	
LTA -----	\$ 750.00
(225 Digital – April 2023 CMP)	
LTA -----	\$ 1,600.00
(Country Roads Ad – June 2023 CMP)	
LTA -----	\$ 514.80
(Registration for Summit)	
Crowne Plaza -----	\$ 280.58
(Hotel Room for LTA Summit)	
Louisiana Main Street -----	\$ 154.25
(Destination Downtown Registration)	
Uprinting -----	\$ 263.53
(Table Cloth)	
State of Louisiana -----	\$ 3,814.57
(LA Dept of Rev, La Tap)	
LA Department of Revenue -----	\$ 217.02
(LTAP 06/30/22)	
LA Department of Revenue -----	\$ 253.19
(LTAP 09/30/22)	
LA Department of Revenue -----	\$ 229.77
(LTAP 12/31/22)	
LA Department of Revenue -----	\$ 271.04
(LTAP 03/31/23)	
LA Department of Revenue -----	\$ 193.60
(LTAP 06/30/23)	

Service Charge ----- \$ 4.00

(July Fee)

TOTAL DISBURSEMENTS ----- \$ 15,576.79

DIRECTOR'S REPORT:

Mrs. Morales reviewed the Director's Report which is attached to these minutes.

Discussed on the report was:

- Followed up on Grant reports
- Attended Coffee & Conversations
- Registered for LTA and Main Street Conferences
- Spoke at LACDE Meeting at Bogue Chitto State Park
- Reviewed CMP 2024 schedule
- Ordered Table Cloth
- Worked on LTAP payments
- Attended the Chamber's Lunch & Learn
- Poydras Garage Sale
- Discussed rentals with owners
- Met with Country Roads about future ads
- Microsoft webinar
- ITI Zoom Calls
- Worked on Quickbooks Payroll issues
- Worked on Billboard pictures
- Updated events on website, Facebook, & LOT site every week
- Updated constant contact emails

A. Correspondence

B. Events & Sponsorship Request

1. Destination Downtown – September 13-15, 2023 – Monroe/West Monroe

C. Marketing/Advertising

1. Amite River Hunting Club

ACTION: A motion was made by Mrs. Fontaine and seconded by Mrs. Dukes and passed unanimously to sponsor the Field Trials in the amount of \$500.

D. Occupancy Tax updates

- Mrs. Morales reviewed the updated Occupancy Tax spreadsheets with the Board.

SPECIAL PROJECTS & EVENTS/FILM COMMISSION:

A. Reviewed upcoming Calendar of Events

B. Discussion was had about revitalizing the Film Commission

UNFINISHED BUSINESS:

NEW BUSINESS:

EXECUTIVE SESSION:

PUBLIC COMMENTS:

ANNOUNCEMENTS:

OTHER BUSINESS:

The next regular meeting of the Board of Supervisors of the Pointe Coupee Parish Office of Tourism will be held at the Tourism office in New Roads, LA on **Friday, September 8, 2023 at 1:30 p.m.**

There being **no** further business, the meeting was adjourned at 2:36 p.m. in a motion by Mrs. Chenevert and seconded by Mrs. Dukes and passed unanimously.

Lisa Robillard

Lisa Robillard, President

Valery Duke

Valery Dukes, Secretary/Treasurer