



**Pointe Coupee Parish Office of Tourism**  
**500 W. Main St., Suite 104, New Roads, LA 70760**  
**Board Meeting**  
**December 12, 2023, 1:30 PM**

**AGENDA**

- I. Call the meeting to Order: Lisa Robillard, President
- II. Roll Call: Declare a Quorum
- III. Inspirational Word: Need Volunteer
- IV. Approval of Minutes: Board Minutes November 10, 2023
  
- V. Secretary-Treasurer Report
  - A. Review the November 2023 Financial Statement
  
- VI. Director's Report Carlyn Morales
  - A. Correspondence
  - B. Events & Sponsorship Request
    - 1. Pointe Coupee Historical Society Bus Tour
    - 2. PC Historical Society Annual Membership
    - 3. Arts Council Annual Membership
  - C. Marketing/Advertising
  - D. Occupancy Tax updates
  
- VII. SPECIAL PROJECTS & EVENTS / FILM COMMISSION
  - A. Updated Calendar of Events
  
- VIII. Unfinished Business
  - A. Ethics Training & Sexual Harassment Training
  
- IX. New Business
- X. Public Comments
- XI. Announcements
- XII. Other Business
  - B. Set date for next meeting – **TUESDAY, January 12, 2023** at 1:30 pm
  
- XIV. Adjournment