

**Minutes of the
Pointe Coupee Parish Office of Tourism
Board of Commissioners
June 9, 2023**

A meeting of the Pointe Coupee Parish Office of Tourism Board of Commissioners was held on Friday, June 9, 2023 at the Pointe Coupee Office of Tourism, 500 W. Main Street, Suite 104, New Roads, LA. The meeting was called to order at 1:38 p.m., and the meeting was chaired by Commissioner, Mrs. Betty Fontaine.

Commissioners Present: Valery Dukes, Secretary/Treasurer
Wilmer D. Moore, Commissioner
Mary Debetaz, Commissioner
Betty Fontaine, Commissioner

Commissioners Absent: Lisa Robillard, President
Roye Lynn Chenevert, Vice-President

Others Present: Carlyn Morales, Director

ROLL CALL: Mrs. Fontaine 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 May 19, 2023 board meeting. Mrs. Fontaine asked if everyone had a chance to review the minutes prior to the meeting and asked if there were any changes. Commissioner, Mrs. Fontaine asked for any public comments and Mr. Moore would like to amend the minutes to add that "Brandi Jarreau was hired as the contract worker for summer help. The board will assess the need for the part time position after 90 days and will adjust the rate of pay and advertise if we continue to keep the position after the 90 day trial." A motion was made by Mrs. Debetaz, and seconded by Mrs. Fontaine, and passed unanimously, to approve the minutes of the May 19, 2023 Board Meeting.

SECRETARY-TREASURER REPORT:

The Board of Supervisors conducted a review of the Financial Statement for May 2023. Director, Mrs. Morales, reviewed the Financial Statement in detail. Commissioner, Mrs. Fontaine 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 Mr. Moore and passed unanimously.

GENERAL ACCOUNT

MAY 2023 RECEIPTS

Bank Plus -----	\$ 11.36
(Interest payment)	

TOTAL RECEIPTS ----- \$ 11.36

MAY 2023 DISBURSEMENTS

Adobe -----	\$ 57.44
(Acrobat Reader, Photoshop & Illustrator Monthly Subscription)	
AT&T -----	\$ 92.23
(May bill)	
Daigle Outdoor Advertising -----	\$ 300.00

(Billboard rental for May 2023)	
Pointe Coupee Historical Society -----	\$ 750.00
(May 2023 Room Rental)	
Shutterstock -----	\$ 31.74
(Photos)	
Xerox -----	\$ 240.26
(May Invoice)	
Carlyn Morales -----	\$ 1,116.11
(Payroll for PP 04/24/23 – 05/07/2023)	
Carlyn Morales -----	\$ 1,116.13
(Payroll for PP 05/08/23 – 05/21/2023)	
Constant Contact -----	\$ 125.00
(Monthly Charge)	
Graham Group -----	\$ 59.25
(Domain Renewal)	
Graham Group -----	\$ 1,300.00
(Annual Hosting)	
LTA -----	\$ 2,050.00
(ABA Brochure \$450.00, Mar CR Ad \$1,600.00)	
Smith-LBA Insurance -----	\$ 905.00
(Renew policy)	
The RH Factor -----	\$ 595.00
(2023 Southeast Spotlight Conference registration)	
Service Charge -----	\$ 2.20
(May Fee)	
TOTAL DISBURSEMENTS -----	\$ 8,740.36

DIRECTOR'S REPORT:

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

Discussed on the report was:

- Caught up on Annual folders and filing
- Reconciled Accounts
- Harvest Festival Meeting
- Applied for CMP Grant
- Trained Brandi on Canva, Constant Contact and Website Events
- Coffee & Conversations
- Updated events on website, Facebook, & LOT site every week
- Updated constant contact emails

A. Correspondence

1. Amite River Hunting Retriever Club Fall Hunt Test
2. Rural Tourism Marketing Grant \$2,500

B. Events & Sponsorship Request

C. Marketing/Advertising

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

UNFINISHED BUSINESS:

NEW BUSINESS:

EXECUTIVE SESSION:

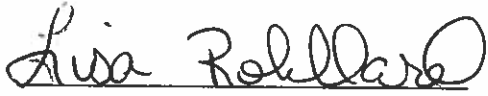
PUBLIC COMMENTS:

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, July 14, 2023 at 1:30 p.m.**

There being no further business, the meeting was adjourned at 2:01 p.m. in a motion by Mrs. Fontaine and seconded by Mrs. Debetaz and passed unanimously.



Lisa Robillard, President



Valery Dukes, Secretary/Treasurer

