

**Minutes of the
Pointe Coupee Parish Office of Tourism
Board of Commissioners
February 10, 2023**

A meeting of the Pointe Coupee Parish Office of Tourism Board of Commissioners was held on Friday, February 10, 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 Roya Lynn Chenevert, Vice-President Valery Dukes, Secretary/Treasurer Wilmer D. Moore, Commissioner Betty Fontaine, Commissioner Mary Debetaz, Commissioner
Commissioners Absent:	Paula Lambert, Commissioner
Others Present:	Carlyn Morales, Director

ROLL CALL: Mrs. Robillard called the roll.

INSPIRATIONAL WORD:

Mrs. Dukes opened the meeting with an inspirational word.

APPROVAL OF MINUTES:

The Board dispensed with the reading of the minutes of the January 25, 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 Mr. Moore, and seconded by Mrs. Debetaz, and passed unanimously, to approve the minutes of the January 25, 2023 Board Meeting.

SECRETARY-TREASURER REPORT:

The Board of Supervisors conducted a review of the Financial Statement for December 2022 and January 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. Chenevert and seconded by Mrs. Fontaine and passed unanimously.

GENERAL ACCOUNT

DECEMBER 2022 RECEIPTS

Bank Plus -----	\$ 11.54
(Interest payment)	
TOTAL RECEIPTS -----	\$ 11.54

DECEMBER 2022 DISBURSEMENTS

Adobe -----	\$ 55.35
(Acrobat Reader, Photoshop & Illustrator Monthly Subscription)	
AT&T -----	\$ 88.51
(Dec bill)	
Daigle Outdoor Advertising -----	\$ 300.00
(Billboard rental for Jan 2023)	
Pointe Coupee Historical Society -----	\$ 750.00

(Jan 2023 Room Rental)	
Shutterstock -----	\$ 31.74
(Photos)	
Xerox -----	\$ 224.93
(Dec Invoice)	
Carlyn Morales -----	\$ 1,108.12
(Payroll for PP 11/21/22 – 12/04/2022)	
Carlyn Morales -----	\$ 1,108.12
(Payroll for PP 12/05/22 – 12/18/2022)	
Geocaching -----	\$ 29.99
(Annual Subscription)	
Carlyn Morales -----	\$ 290.63
(Oct & Nov 2022 Travel Reimbursement)	
Pointe Coupee Historical Society -----	\$ 250.00
(Annual Membership)	
Arts Council of Pointe Coupee -----	\$ 250.00
(Annual Meeting)	
Friends of Main Street -----	\$ 5,000.00
(Wine Down on False River Sponsorship)	
Service Charge -----	\$ 3.00
(Dec Fee)	
TOTAL DISBURSEMENTS -----	\$ 9,490.39

GENERAL ACCOUNT

JANUARY 2023 RECEIPTS

Bank Plus -----	\$ 10.77
(Interest payment)	
TOTAL RECEIPTS -----	\$ 10.77

JANUARY 2023 DISBURSEMENTS

Adobe -----	\$ 57.44
(Acrobat Reader, Photoshop & Illustrator Monthly Subscription)	
AT&T -----	\$ 88.51
(Jan bill)	
Daigle Outdoor Advertising -----	\$ 300.00
(Billboard rental for Feb 2023)	
Pointe Coupee Historical Society -----	\$ 750.00
(Feb 2023 Room Rental)	
Shutterstock -----	\$ 31.74
(Photos)	
Xerox -----	\$ 209.35
(Jan Invoice)	
Carlyn Morales -----	\$ 1,116.12
(Payroll for PP 12/19/22 – 01/01/2023)	
Carlyn Morales -----	\$ 1,116.12
(Payroll for PP 01/02/23 – 01/15/2023)	
Southeast LA Gumbo Group -----	\$ 1,000.00
(2023 Annual Membership)	
Community Center of Pointe Coupee -----	\$ 1,000.00
(2023 Sponsorship of Annual Mardi Gras Parade)	
Community Center of Pointe Coupee -----	\$ 1,000.00

(2023 Sponsorship of Annual Lundi Gras)	
New Roads Lions Club -----	\$ 1,000.00
(2023 Sponsorship of Annual Mardi Gras Parade)	
Livonia Carnival Association -----	\$ 1,000.00
(2023 Sponsorship of Annual Mardi Gras Parade)	
Friends of Main Street -----	\$ 200.00
(2023 Sponsorship of Annual Car Show)	
Pointe Coupee Council on Aging -----	\$ 100.00
(2023 Sponsor Friends of Seniors Gala)	
Rocketkidz Foundation -----	\$ 1,000.00
(2023 Triathlon Sponsor)	
Zachary Taylor Parkway Association -----	\$ 100.00
(2023 Membership)	
Hilton Garden Inn -----	\$ 432.80
(Gumbo Group Houston Mission Hotel Stay)	
Pointe Coupee Pecan -----	\$ 589.05
(50 bags of pecans for Gumbo Group mission)	
Service Charge -----	\$ 2.00
(Dec Fee)	
TOTAL DISBURSEMENTS -----	\$ 11,093.13

DIRECTOR'S REPORT:

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

Discussed on the report was:

- Attended Louisiana Fairs and Festivals Conference
- Updated events on website, Facebook, & LOT site every week
- Updated constant contact emails

A. Correspondence

B. Events & Sponsorship Request

1. WAFB Mardi Gras Commercial \$2,000

ACTION: A motion was made by Mr. Moore and seconded by Mrs. Fontaine, and passed unanimously to sponsor the WAFB commercial for all the parish Mardi Gras parades for \$2,000 in 2023.

C. Marketing/Advertising

1. Promotional Items

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:

- A. Mrs. Lambert gave the American Queen Voyages updates.
- B. Mrs. Fontaine gave the Market at the Mill updates.
- C. Mrs. Lambert gave the Wine Down on False River updates.

NEW BUSINESS:

- A. 2023 Board Meeting dates
- B. 2023 Board Member Elections (Pres, Vice-Pres, Sec/Tres)
- C. 2023 Resolution Update

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, March 10, 2023 at 1:30 p.m.**

There being no further business, the meeting was adjourned at 2:25 p.m. in a motion by Mrs. Debetaz and seconded by Mrs. Fontaine and passed unanimously.



Lisa Robillard, President



Valery Dukes, Secretary/Treasurer