

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

A meeting of the Pointe Coupee Parish Office of Tourism Board of Commissioners was held on Friday, March 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 1:39 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
Paula Lambert, Commissioner

Commissioners Absent:

Others Present: Carlyn Morales, Director

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 February 10, 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. Chenevert, and seconded by Mrs. Debetaz, and passed unanimously, to approve the minutes of the February 10, 2023 Board Meeting.

SECRETARY-TREASURER REPORT:

The Board of Supervisors conducted a review of the Financial Statement for February 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 Mr. Moore and seconded by Mrs. Fontaine and passed unanimously.

GENERAL ACCOUNT

FEBRUARY 2023 RECEIPTS

Bank Plus ----- \$ 8.55
(Interest payment)

TOTAL RECEIPTS ----- \$ 8.55

FEBRUARY 2023 DISBURSEMENTS

Adobe ----- \$ 57.44
(Acrobat Reader, Photoshop & Illustrator Monthly Subscription)

AT&T ----- \$ 88.51
(Feb bill)

Daigle Outdoor Advertising ----- \$ 300.00
(Billboard rental for Mar 2023)

Pointe Coupee Historical Society ----- (Mar 2023 Room Rental)	\$ 750.00
Shutterstock ----- (Photos)	\$ 31.74
Xerox ----- (Jan Invoice)	\$ 193.39
Carlyn Morales ----- (Payroll for PP 01/16/23 – 01/29/2023)	\$ 1,116.12
Carlyn Morales ----- (Payroll for PP 01/02/23 – 01/15/2023)	\$ 1,116.12
The Hartford Insurance ----- (Annual Fee)	\$ 1,412.22
Pond Hopper ----- (2023 Sponsorship)	\$ 1,000.00
USPS ----- (Annual PO Box Renewal)	\$ 136.00
Rural Tourism Conference in West Baton Rouge ----- (Registration for entire board at \$35 each)	\$ 280.00
Quickbooks ----- (Annual Fee)	\$ 573.43
State of LA ----- (Qtr Tax)	\$ 229.77
United States Treasury ----- (Qtr Tax)	\$1,151.68
Service Charge ----- (Feb Fee)	\$ 5.80
TOTAL DISBURSEMENTS -----	\$ 8,442.22

DIRECTOR'S REPORT:

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

Discussed on the report was:

- Updated Revival Grant Info
- Attended February Coffee & Conversations
- Attended PCHS Road Trip
- Attended PCHS Meeting
- Assist Morganza with Car Show Flyers
- Quickbooks – called again to work on account issues
- Worked on printing W2
- Attended Chamber Meeting
- American Queen visits
- Attended Wine Down meeting
- Attended Gumbo Quarterly Meeting in Washington Parish
- Attended STEM Career Day
- Visited the site of the Melancon Café's new sign
- Updated events on website, Facebook, & LOT site every week
- Updated constant contact emails

A. Correspondence

B. Events & Sponsorship Request

1. Autism 5K and 1mile walk – table until April meeting
2. Krewe of Old River – Bear his cross – Innis 6pm

ACTION: A motion was made by Mr. Moore and seconded by Mrs. Debetaz, and passed unanimously to sponsor the "Bear His Cross" program put on by the Krewe of Old River by no more than \$500.

3. Southeast USA Spotlight – Mobile, AL = July 10-12, 2023

ACTION: A motion was made by Mrs. Robillard and seconded by Mrs. Fontaine, and passed unanimously to sponsor the

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:

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, May 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

