

**Minutes of the
Pointe Coupee Parish Office of Tourism
Board of Commissioners
May 19, 2023**

A meeting of the Pointe Coupee Parish Office of Tourism Board of Commissioners was held on Friday, May 19, 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 Vice-President, Mrs. Roye Chenevert.

Commissioners Present: Roye Lynn Chenevert, Vice-President
Wilmer D. Moore, Commissioner
Mary Debetaz, Commissioner
Betty Fontaine, Commissioner

Commissioners Absent: Lisa Robillard, President
Valery Dukes, Secretary/Treasurer
Paula Lambert, Commissioner

Others Present: Carlyn Morales, Director

ROLL CALL: Mrs. Chenevert 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 March 10, 2023 and the April 21, 2023 board meeting. Mrs. Chenevert asked if everyone had a chance to review the minutes prior to the meeting and asked if there were any changes. Vice-President, Mrs. Chenevert 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 March 10 and April 21, 2023 Board Meeting.

SECRETARY-TREASURER REPORT:

The Board of Supervisors conducted a review of the Financial Statement for April 2023. Director, Mrs. Morales, reviewed the Financial Statement in detail. Vice-President, Mrs. Chenevert 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. Fontaine and seconded by Mr. Moore and passed unanimously.

GENERAL ACCOUNT

APRIL 2023 RECEIPTS

Pointe Coupee Parish Government -----	\$ 18,105.46
(1 st Qtr Hotel/Motel Collections)	
Bank Plus -----	\$ 10.31
(Interest payment)	
TOTAL RECEIPTS -----	\$ 18,115.77

APRIL 2023 DISBURSEMENTS

Adobe -----	\$ 57.44
(Acrobat Reader, Photoshop & Illustrator Monthly Subscription)	
AT&T -----	\$ 89.25
(Apr bill)	

Daigle Outdoor Advertising ----- (Billboard rental for Apr 2023)	\$ 300.00
Pointe Coupee Historical Society ----- (Apr 2023 Room Rental)	\$ 750.00
Shutterstock ----- (Photos)	\$ 31.74
Xerox ----- (Apr Invoice)	\$ 238.76
Carlyn Morales ----- (Payroll for PP 03/27/23 – 04/09/2023)	\$ 1,116.13
Carlyn Morales ----- (Payroll for PP 04/10/23 – 04/23/2023)	\$ 1,116.12
Carlyn Morales ----- (Travel Reimbursement for Mar 2023)	\$ 211.43
Office Depot ----- (Office Supplies)	\$ 356.52
LA Dept of Revenue ----- (LA Withholding Quarter 1 2023)	\$ 271.04
US Treasury ----- (Fed Withholding Quarter 1 2023)	\$ 1,959.44
Lisa Robillard ----- (Reimbursement for lost ck# 2709)	\$ 69.95
Service Charge ----- (Apr Fee)	\$ 2.70
TOTAL DISBURSEMENTS -----	\$ 6,544.73

DIRECTOR'S REPORT:

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

Discussed on the report was:

- Rural Tourism Conference
- Chamber Crawfish Boil
- PC Chamber Meeting
- Uploaded Tier 2.1 Forms
- Coffee & Conversations
- PC Historical Society Meeting
- Film Pointe Permit request
- Updated events on website, Facebook, & LOT site every week
- Updated constant contact emails

A. Correspondence

1. Thank you note from Chamber
2. New Roads & Old Rivers book

Mrs. Morales discussed the book being out of print and how many the Pointe Coupee Historical Society is required to purchase. Mrs. Morales asked if the board would like to purchase a box of 12 books to use for door prizes and gift baskets.

ACTION: A motion was made by Mrs. Fontaine and seconded by Mrs. Debetaz and passed unanimously to purchase 12 books at \$22.50 each.

3. General Park Recommendation

ACTION: A motion was made by Mrs. Debetaz and seconded by Mrs. Chenevert and passed unanimously to have Mrs. Morales write a recommendation for Mr. Patin to receive a grant.

4. Part Time Work

Mrs. Morales discussed hiring a part time summer helper that was recommended by Mrs. Robillard.

ACTION: A motion was made by Mr. Moore and seconded by Mrs. Fontaine and passed unanimously to hire a contract part time summer worker for 3 months (June, July, & August) for 10 hours a week at \$13 per hour.

- 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:

- A. Tier 2.1 Forms due May 15th

EXECUTIVE SESSION:

PUBLIC COMMENTS:

ANNOUNCEMENTS:

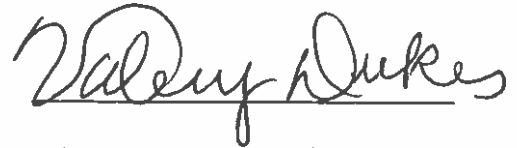
OTHER BUSINESS:

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, June 9, 2023 at 1:30 p.m.**

There being no further business, the meeting was adjourned at 2:32 p.m. in a motion by Mrs. Fontaine and seconded by Mrs. Debetaz and passed unanimously.



Lisa Robillard, President



Valery Dukes, Secretary/Treasurer

