



POINTE COUPÉE
 OFFICE OF TOURISM
 PCTOURISM.ORG

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

A meeting of the Pointe Coupee Parish Office of Tourism Board of Commissioners was held on Friday, November 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 1:40 p.m., and the meeting was chaired by President, Mrs. Lisa Robillard.

- Commissioners Present: Lisa Robillard, President
 Valery Dukes, Secretary/Treasurer
 Betty Fontaine, Commissioner
 Mary Debetaz, Commissioner
- Commissioners Absent: Roye Lynn Chenevert, Vice-President
 Wilmer D. Moore, Commissioner
 Adrienne Williams, Commissioner
- Others Present: Carlyn Morales, Director
 Brandi Jarreau, Office Assistant

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 October 13, 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. Debetaz, and seconded by Mrs. Dukes, and passed unanimously, to approve the minutes of the October 13, 2023 Board Meeting.

SECRETARY-TREASURER REPORT:
 The Board of Supervisors conducted a review of the Financial Statement for October 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. Debetaz and seconded by Mrs. Fontaine and passed unanimously.

GENERAL ACCOUNT

OCTOBER 2023 RECEIPTS	
Bank Plus	\$ 10.10
(Interest payment)	
TOTAL RECEIPTS	\$ 10.10

OCTOBER 2023 DISBURSEMENTS

Adobe -----	\$ 57.44
(Acrobat Reader, Photoshop & Illustrator Monthly Subscription)	
AT&T -----	\$ 122.27
(Oct bill)	
Daigle Outdoor Advertising -----	\$ 300.00
(Billboard rental for Oct 2023)	
Pointe Coupee Historical Society -----	\$ 750.00
(Nov 2023 Room Rental)	
Shutterstock -----	\$ 31.74
(Photos)	
Xerox -----	\$ 207.80
(Oct Invoice)	
Carlyn Morales -----	\$ 1,116.11
(Payroll for PP 09/25/23 – 10/08/2023)	
Carlyn Morales -----	\$ 1,116.13
(Payroll for PP 10/09/23 – 10/22/2023)	
Brandi Jarreau -----	\$ 848.25
(Contract Work for 8/12/23 – 10/06/23)	
Intuit Quickbooks -----	\$ 5.22
(Payroll usage charge)	
Intuit Quickbooks -----	\$ 258.16
(Reorder checks)	
Intuit Quickbooks -----	\$ 258.16
(2 nd Reorder checks)	
4Imprint -----	\$ 1,056.21
(Promo items – Tape measure men)	
Pointe Coupee Hospice -----	\$ 102.00
(Poinsetta Fundraiser – 6 plants)	
Louisiana Department of Revenue -----	\$ 271.04
(LA Withholding 3 rd Quarter 2023)	
United States Treasury -----	\$ 1,959.42
(Fed Withholding 3 rd Quarter 2023)	
EPromos -----	\$ 1,109.24
(Promo Items – Fishing Bobbers)	
Oriental Trading -----	\$ 106.73
(Boo & Brew Candy)	
Morel's Restaurant -----	\$ 131.58
(Meeting with Tico touring Pointe Coupee)	
Walmart -----	\$ 34.00
(Boo & Brew Table Supplies)	
Tourism Tactics by Tico -----	\$ 6,000.00
(Consulting Fee – Fee for 2023/2024)	
Service Charge -----	\$ 5.60
(Oct Fee)	
TOTAL DISBURSEMENTS -----	\$ 14,730.97

ADDITIONAL ACCOUNTS
PC Visitor Enterprise Fund

OCTOBER 2023 RECEIPTS

Bank Plus -----	\$ 3.16
(Interest payment)	

TOTAL RECEIPTS ----- \$ 3.16

OCTOBER 2023 DISBURSEMENTS

Transfer to Guaranty Bank for CD Account ----- \$ 270,000.00
(Opened a 7mth CD at Guaranty Bank)

Bank Plus ----- \$ 0.20
(Service Charge)

TOTAL DISBURSEMENTS ----- \$ 270,000.20

Guaranty Bank CD

OCTOBER 2023 RECEIPTS

Bank Plus ----- \$ 270,000.00
(Transfer to 7mth CD)

Guaranty Bank ----- \$ 1,165.05
(Nov Interest payment)

TOTAL RECEIPTS ----- \$ 271,165.05

OCTOBER 2023 DISBURSEMENTS

TOTAL DISBURSEMENTS ----- \$ 0.00

DIRECTOR'S REPORT:

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

Discussed on the report was:

- Assist with Veteran's Flyer
- Boo & Brew festivities
- Attended PC Chamber Meeting
- Added Mural and other places to Google Maps
- Assist with Morganza Car Show Flyer and Facebook
- Harvest Festival Festivities
- Met with Caroline from 4 Oaks Farm
- Ethics Training
- Attended Harvest Festival Meeting
- Re-Ordered Promo Item
- Ordered candy for Boo & Brew
- Sent Mardi Gras info to LOT
- Assist with Veterans Day program
- Clean out and organize closet
- Updated events on website, Facebook, & LOT site every week
- Updated constant contact emails

A. Correspondence

B. Events & Sponsorship Request

1. Pointe Coupee 4-H Country Christmas
2. General's Plaza
3. Special Needs Rodeo
4. Poydras Pointe Coupee Museum Sponsorship (Old New Roads City Visitor Center)

Mrs. Morales read the letter from New Roads Main Street Director, Paula Lambert, requesting support for the creation and addition of the Poydras Pointe Coupee Museum. The current exhibit is located in the New Roads Visitor Center. The building has been sold and the items in the exhibit will be moved to the third floor of the Poydras Building and aid in an exhibit for tourist to experience when they visit.

ACTION: A motion was made by Mrs. Dukes and seconded by Mrs. Fontaine to make a one-time donation of \$1,000.00 to the New Roads Main Street Program that will relocate, create, and be in charge of the Poydras Pointe Coupee Exhibit on the 3rd floor.

5. Jefferson Highway Association Bus Tour Luncheon – April 24, 2024

- 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:

- A. Ethics Training & Sexual Harassment Training

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 **Tuesday, December 12, 2023 at 5:30 p.m.**

There being no further business, the meeting was adjourned at 2:45 p.m. in a motion by Mrs. Fontaine and seconded by Mrs. Debetaz and passed unanimously.



Lisa Robillard, President



Valery Dukes, Secretary/Treasurer