WEST BATON ROUGE CONVENTION & VISITORS BUREAU

REGULAR BOARD MEETING APRIL 18, 2023, NOON

THREE COMBINED ROOMS

PORT ALLEN, LA 70767

The regular Board Meeting of the West Baton Rouge Convention & Visitors Bureau was held on Tuesday, April 18, 2023.

Board Members Present: Barry Brewer, Adrian Genre’, Sandra Hughes, Ash Patel, Garry Hubble, Andrea Normand, Gary Joseph

Board Members Absent: Jason Hammack

Staff Members Present: Kathy Gautreau, Lois Webre, Tonya Elson

Staff Members Absent: Victoria Hughes

Guest: None

With a quorum declared, Chairman Garry Hubble called the meeting to order at 12:12 pm.

**Public Comments:** None

**Minutes**: **Motion:** by Ash Patel, seconded by Sandra Hughes to accept the March 14, 2023 minutes.

Motion passed.

**COMMITTEE REPORTS:**

**Finance**: Barry Brewer presented the Treasurers Report for March 2023.

**Motion**: by Barry Brewer, seconded by Ash Patel to accept the finance report for March 2023 after change regarding uncleared/stopped payment check removed from Uncleared Check Report. Motion passed.

Kathy presented the Profit/Loss Budget vs Actual 1st quarter 2023 report to the Board for review.

Ash asked when the last time a rate increase was implemented for the Conference Center.

Barry asked if the pricing was in line with other venues and requested Tonya to check and report this information back to the Board.

**Personne**l: Kathy discussed interviews conducted for the Graphic Artist position and presented the revised Personnel Policies to the Board.

**Motion:** by Gary Joseph, seconded by Adrian Genre to approve the revised personnel policies to the Personnel Policy Manual. Motion passed.

**Planning & Development:**

Kathy presented the Board with the Structural Assessment Proposals received. The Board discussed recommendations by an Engineer, along with difference in pricing, and which company has done local work.

**Motion**: by Adrian Genre’, seconded by Sandra Hughes to approve Terracon’s proposal for Geotechnical Engineering Services. Motion passed.

**Marketing & Advertising**: Kathy presented the Executive Directors Report.

**Special Projects & Events/Film Commission**: Lois discussed social media numbers for the month of March and gave update on Kite Fest regarding the number of students registered and advertising for the festival.

**Conference Center Report:** Tonya discussed Conference Center Report numbers, marketing, and advertising.

**Old Business**: None.

**New Business**: The next WBRCVB Board Meeting will be moved to May 18, 2023.

 **Motion**: by Garry Hubble, seconded by Gary Joseph to adjourn at 12:45 pm.

 Motion passed.

Respectfully submitted,

Lois Webre