WEST BATON ROUGE CONVENTION & VISITORS BUREAU

REGULAR BOARD MEETING MAY 18, 2023, NOON

PLANTATION ROOM

PORT ALLEN, LA 70767

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

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

Board Members Absent: Ash Patel, Gary Joseph, Jason Hammack

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

Staff Members Absent: None

Guest: None

With a quorum declared, Chairman Garry Hubble called the meeting to order at 12:06 pm.

**Public Comments:** None

**Minutes**: **Motion:** by Andrea Normand’, seconded by Sandra Hughes to accept the April 18, 2023 minutes.

Motion passed.

**COMMITTEE REPORTS:**

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

**Motion**: by Adrian Genre’, seconded by Sandra Hughes to accept the Finance Report for April, 2023. Motion passed.

Andrea Normand discussed incorporating a monthly detailed list of expenditures into the Financial Report.

Kathy discussed corrections made to the previous Financial Statements for the month of January, February, and March 2023.

Kathy presented the Budget vs Actual Report for the month of April 2023.

**Motion:** by Sandra Hughes, seconded by Adrian Genre’ to accept the Budget vs Actual Report for April 2023. Motion passed.

**Personne**l: Kathy discussed upcoming interviews for the Graphic Artist position and the starting date for Terracon to begin soil drilling.

**Planning & Development:** None

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

**Special Projects & Events/Film Commission**: Lois discussed social media numbers for the month of April, Kite Fest and preparations underway for Oldies Fest, Also, the CMP grant proposal from Louisiana Office of Tourism for $10,000 dollars requires approval from the Board for Kathy to enter into the contract.

**Motion:** by Barry Brewer, seconded by Adrian Genre’ to approve Kathy Gautreau to enter into any and all contractual obligations with Louisiana Office of Tourism. Motion passed.

**Conference Center Report:** Tonya discussed Conference Center Report numbers, marketing, advertising and presented the idea to update the Conference Center rental prices for nights and weekends.

**Old Business**: None.

**New Business**: The next WBRCVB Board Meeting will be held on June 14, 2023, There will be no Board Meeting for July 2023.

 **Motion**: by Garry Hubble, seconded by Adrian Genre’ to adjourn at 12:41 pm.

 Motion passed.

Respectfully submitted,

Victoria Hughes