WEST BATON ROUGE CONVENTION & VISITORS BUREAU

REGULAR BOARD MEETING NOVEMBER 9, 2022, NOON

THREE COMBINED ROOMS

PORT ALLEN, LA 70767

The regular Board Meeting of the West Baton Rouge Convention & Visitors Bureau was held on

Wednesday November 9, 2022.

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

Board Members Absent: Ash Patel, 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 12:05 pm.

**Public Comments:** None

**Minutes**: **Motion:** by Sandra Hughes, seconded by Gary Joseph to accept the October 12, 2022 minutes with correction of name change. Motion passed

**COMMITTEE REPORTS:**

**Finance**: Barry Brewer presented the Treasurers Report for October 2022.

**Motion**: by Gary Joseph, seconded by Adrian Genre’ to accept the finance report for October, 2022. Motion passed.

Kathy discussed 2023 Revised Budget.

**Motion:** By Barry Brewer, seconded by Sandra Hughes to approve the 2023 revised budget.

Motion passed.

Kathy discussed AP’s will need to be done during next years Audit, she also discussed the application submitted for the TRF.

**Personne**l: Kathy discussed Incentive Pay.

**Motion:** By Adrian Genre’, seconded by Gary Joseph to approve incentive pay including director.

Motion passed.

**Planning & Development:**

Kathy discussed contacting Cable Lock due to the building sinking, new phone system installation, outside lights being repaired, new lights for the Conference Center entrance, and Michel Knighton coming to look fixing sidewalk.

Barry Brewer discussed getting rid of timer system on lights, sidewalk repair, and removing stepping stones to connect with sidewalk.

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

Kathy discussed Veterans Parade turnout, and working at Cane’s to promote Veterans Parade.

**Special Projects & Events/Film Commission**: Lois discussed social media number for the month of October, film commission application for the movie “Iron Claw”, started selling tickets for the Polar Express, advertisement for the Jeep parade, museum, and Polar Express.

**Conference Center Report:** Tonya discussed Conference Center numbers picking up. She also discussed meetings coming up for the month of November, and advertising being done for the Conference Center.

Garry Hubble thanked WBRCVB employees for the figures on the Conference Center report.

**Old Business**: Kathy discussed additional cost for work on Whitehead Boulevard.

**Motion:** By Barry Brewer, seconded by Sandra Hughes to approve additional payment for Whitehead Blvd lighting project.

Garry Hubble: Abstain- personal involvement Sandra Hughes: Yes

Barry Brewer: Yes Gary Joseph: Yes

Adrian Genre’: Yes

Motion passed.

Kathy discussed Cooperative Endeavor Agreement regarding the Whitehead Blvd lighting project.

**Motion**: By Gary Joseph, seconded by Adrian Genre’ to approve Cooperative Endeavor Agreement contingent upon final closure, and removal of last sentence.

Garry Hubble: Abstain- personal involvement Sandra Hughes: Yes

Barry Brewer: Yes Gary Joseph: Yes

Adrian Genre’: Yes

Motion passed.

**New Business**: Kathy discussed Approval of Board Nominations, and reappointing Sandra Hughes to the Board.

**Motion:** By Barry Brewer, seconded by Gary Joseph to approve Sandra Hughes reappointed to the Board.

Garry Hubble: Yes Sandra Hughes: Abstain

Barry Brewer: Yes Gary Joseph: Yes

Adrian Genre’: Yes

Motion passed.

Kathy discussed Adrian Genre’ position on the Board being renewed.

**Motion:** By Gary Joseph, seconded by Sandra Hughes to approve Adrian Genre’ Board renewal.

Garry Hubble: Yes Sandra Hughes: Yes

Barry Brewer: Yes Gary Joseph: Yes

Adrian Genre’: Abstain

Motion passed.

Kathy discussed the Board nomination of Andrea Normand to represent the Historical Association.

**Motion:** By Barry Brewer, seconded by Adrian Genre’ to accept nomination for Andrea Normand to fill Ellis Gauthier seat on the Board.

Gary Hubble: Yes Sandra Hughes: Yes

Barry Brewer: Yes Gary Joseph: Yes

Adrian Genre’: Yes

Motion Passed.

Sandra Hughes discussed getting a plaque made to present to Ellis Gauthier and family on December 2nd.

The Board discussed proclamation to make December 2nd Ellis Gauthier day.

Barry Brewer thanked staff for more descriptive minutes.

**Motion**: by Garry Hubble, seconded by Gary Joseph to adjourn at 12:46 pm.

Motion passed.

Respectfully submitted,

Victoria Hughes