

RIVER PARISHES

TOURIST COMMISSION

MINUTES

April 20, 2023, 5 pm

1720 LA Highway 44, Reserve, LA 70084

I. Call to Order / Roll Call

TS **RS** NB EJ RT KP **PA** **CL** **TJ** (5 - 4)

Attorney Keith Green in attendance

II. Prayer and Pledge of Allegiance Prayer EJ Pledge RT

III. Approval of Current Agenda – *Action*

- o Motion to approve the current agenda of April 20, 2023.

APPROVED M: **TS** 2: **KP**

TS NB EJ RT KP (5 - 0 - 0)

IV. Public Comment

No Public Comments START 5:04 END 5:04

V. Approval of Minutes

- March 2023 Regular Meeting Minutes – *Action*

- o Motion to approve the minutes of March 16, 2023, Regular Meeting.

APPROVED M: **RT** 2: **TS**

TS NB EJ RT CL TJ (5 - 0 - 0)

VI. Executive Session

- To discuss J Vero & Associates, Inc. VS River Parishes Tourist Commission, A/K/A River Parishes Convention

- To discuss the Executive Director position

- o Motion to go into Executive Session.

APPROVED M: **TS** 2: **NB**

TS NB EJ RT CL TJ (5 - 0 - 0)

- o Motion to go back into Regular Session.

APPROVED M: **TS** 2: **RT**

TS NB EJ RT CL TJ (5 - 0 - 0)

- o Motion to suspend the rules to the amend the agenda to remove the Executive Director position discussion out of Executive Session.

APPROVED M: **KP** 2: **TS**

TS NB EJ RT CL TJ (5 - 0 - 0)

- o Motion to take the line item to discuss the Executive Director position above Financial on the agenda.

APPROVED M: **TS** 2: **KP**

TS NB EJ RT CL TJ (5 - 0 - 0)

RIVER PARISHES

TOURIST COMMISSION

VII. Executive Director position discussion

- Chairman Joseph: Discussion whether or not the Executive Director position will be a contract position. Legal counsel has agreed to work with the Board of Commissioners to put together the contract for the position.
- Attorney Keith Green: Definitely advise the Commissioners to put this position in contract. Ready willing to put together a draft contract to consider.
- Commissioners asked questions regarding the contract inclusions.
- Further discussion with the Board of Commissioners and legal regarding the creation of the draft contract will continue via email and meetings.

- Motion to authorize legal to go forward with presenting a template for creating a contract for the Executive Session position.

APPROVE M: TS 2: KP

TS RS NB EJ RT CL TJ (5 - 0 - 0)

VIII. Financial

- March 2023 Monthly Financials – *Action*
 - Motion to approve the monthly financials for March 2023.

APPROVE M: RT 2: NB

TS RS NB EJ RT CL TJ (5 - 0 - 0)
 - Chairwoman Joseph recognized Councilman Bosco Torres and St. John the Baptist Parish Economic Director Michelle Jenkins attendance.
 - Personal privilege was awarded to Commissioner Patel to allow discussion on the status of the St. John Community Center. Michelle Jenkins shared since Hurricane Ida that the Center is not operable because of the significant damage to the building and issues with labor and supply.

IX. Exit Executive Director's Report

The Report was provided to Chairwoman by the former Executive Director at her request to provide the items working on currently.

- Operations
 - The office is operating with (3) staff members: Deputy Director Denise Burrell; Senior Marketing Manager, Andre Watkins; and Director of Sales, Willma Harvey
 - Kiki Mannear has turned in her resignation and the last day was this week.
- River Region Cruise Terminal Monthly Update
 - Moving forward; awaiting blessing from the Corps of Engineers
- Louisiana Steam Train Association Update
- Sales Report
- Marketing & Public Relations Report

X. Conferences

- Louisiana Travel Association CEO/Senior Leadership Forum, Baton Rouge, LA (Mar 21-23)
- River Parishes Tourist Commission Quarterly Luncheon, Garyville, LA (Mar 23)
- Travel Unity Summit Southeast, Lake Charles, LA (Mar 27 – 29)
- GUMBO - Travel & Adventure Show, Dallas, LA (Mar 30 – Apr 2)
- Connect Spring Marketplace, Las Vegas, NV (Apr 11-13)
- New Orleans Chamber - Women's Leadership Conference, New Orleans, LA (Apr 19)

RIVER PARISHES

TOURIST COMMISSION

- Domestic Showcase, Huntsville, AL (Apr 17-20)
- STS Domestic Showcase Huntsville, AL (Apr 17-20)
- Travel South USA Global Summit, New Orleans, LA (Apr 24-26)
- Community Engagement
 - Clean Up Day in the River Parishes (Apr 22)
 - Film Day at the Capitol (May 3)
 - National Travel & Tourism Week (May 7 –13)
 - National Economic Development Week (May 8-12)

XI. Chairman's Report

- Next Special Budget Committee & Regular Board Meeting – May 18, 2023 @ 5pm
- Interviewing & Selection Committee for the Executive Director position
- Contract Review Committee

XII. Adjourn – *Action*

- Motion to adjourn.

APPROVE

M: **TS**

2: **KP**

TS RS

NB EJ

RT CL

TJ

(5 - 0 - 0)