WEST BATON ROUGE CONVENTION & VISITORS BUREAU

REGULAR BOARD MEETING MARCH 14, 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, March 14, 2023.

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

Board Members Absent: Jason Hammack, Gary Joseph

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 12:00 pm.

**Public Comments:** None

**Minutes**: **Motion:** by Adrian Genre’, seconded by Andrea Normand to accept the February 14, 2023 minutes.

Motion passed.

**COMMITTEE REPORTS:**

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

**Motion**: by Adrian Genre’, seconded by Sandra Hughes to accept the finance report for February, 2023. Motion passed.

Kathy discussed receiving Tourism Revival Fund grant for the amount of $979.42 on February 24, 2023.

**Personne**l: Kathy discussed meeting with HR Company, Personnel Policy changes regarding company benefits for full-time and part-time employees, and possibly hiring someone part-time for maintenance.

**Motion:** by Adrian Genre’ to accept Personnel Policy changes.

Barry Brewer discussed obtaining documentation from Southern HR Solutions regarding changes made to the Personnel Policies and if they are federally mandated by the Healthcare Act, and also the need for legal regulations regarding full time status.

The Board decided to table the motion pending necessary documentation from HR Company.

**Planning & Development:**

Kathy discussed receiving a proposal from Terracon Consultants regarding testing of the soil and designing an engineering plan to correct foundation problem. Kathy gave update for repairs starting this week regarding sidewalk and electrical panel.

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

**Special Projects & Events/Film Commission**: Lois discussed social media numbers for the month of February, receiving a $2000 grant from Entergy for Kite Fest, updated list on the number of students and vendors registered, update on bands booked for Oldies Fest, and discussed working with Victoria for the upcoming Louisiana Rural Tourism Conference with the Lieutenant Governor in May.

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

**Old Business**: None.

**New Business**: None.

**Motion**: by Ash Patel, seconded by Barry Brewer to adjourn at 12:37 pm.

Motion passed.

Respectfully submitted,

Victoria Hughes