**WEST BATON ROUGE CONVENTION & VISITORS BUREAU**

**REGULAR BOARD MEETING OCTOBER 15, 2018 NOON**

**BOARD ROOM**

**PORT ALLEN, LA 70767**

The regular Board Meeting of the West Baton Rouge Convention & Visitors Bureau was held Monday 10/15/2018.

Present: Garry Hubble, Gary Spillman, Ash Patel, Barry Brewer, Sandra Hughes, Kathy Gautreau, Lois Webre, Tonya Elson

Absent: Susan Devenney, Ellis Gauthier, Jason Hammack

Guests: None

With a quorum declared, Chairman Garry Hubble called the meeting to order at 12:02 p.m.

**Minutes:** **MOTION**: by Gary Spillman, seconded by Ash Patel to accept September 2018 Minutes.

Motion passed.

**COMMITTEE REPORTS:**

**Finance:** Barry Brewer gave FinancialReports

**MOTION:** by Gary Spillman, seconded by Sandra Hughes to accept Finance Reports for September 2018. Motion passed.

**MOTION**: by Gary Spillman, seconded by Barry Brewer to accept the 2019 proposed budget. Motion passed. See attachment A.

Tabled WBRCVB Financial Policy until December board meeting

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**Personnel:** Kathy Gautreau discussed Executive Assistant position and changes to the policy manual. Tabled WBRCVB Personnel Policy until December board meeting.

**Planning & Development:** Kathy Gautreau discussed bathroom project and fence quotes. Fence quotes were tabled until the next meeting. Gary Spillman discussed the cleanup of the trees and cutting of the grass at Exit 151.

**Marketing & Advertising:** Kathy Gautreau discussed the Executive Directors report for September and updated board members of the ongoing projects.

**Film Commission/Special Projects & Events:** Lois Webre discussed Reflections of the Season and Veterans Parade. No Film Commission business to report.

**Conference Center Report**: Tonya Elson discussed Conference Center meetings and new marketing ideas.

**Old Business:**  None.

**New Business:** **MOTION**: By Barry Brewer, seconded by Ash Patel to increase clothing allowance by $50.00 per quarter for Executive Director, Special Events Director, and Conference Center Director.

Motion passed.

**MOTION:** by Gary Hubble, seconded by Sandra Hughes to adjourn at1:06 pm. Motion passed.

Respectfully Submitted,

Tessa Labatut