**WEST BATON ROUGE CONVENTION & VISITORS BUREAU**

**REGULAR BOARD MEETING SEPTEMBER 19, 2018 NOON**

**BOARD ROOM**

**PORT ALLEN, LA 70767**

The regular Board Meeting of the West Baton Rouge Convention & Visitors Bureau was held Wednesday 9/19/18.

Present: Garry Hubble, Gary Spillman, Ash Patel, Barry Brewer, Susan Devenney, Kathy Gautreau,

Lois Webre, Tonya Elson

Guests: Dr. Richard Cooper, Rene Danna

Absent: Ellis Gauthier, Jason Hammack, Sandra Hughes

With a quorum declared, Chairman Garry Hubble called the meeting to order at 12:04pm.

**Minutes:** **MOTION**: by Gary Spillman, seconded by Ash Patel to accept August 8, 2018 Minutes.

Motion passed.

**COMMITTEE REPORTS:**

**Finance:** Barry Brewer gave Financial Reports.

 **MOTION**: by Gary Spillman, seconded by Ash Patel to accept Finance Reports for

August 2018. Motion passed.

Garry Hubble acknowledged Ellis Gauthier and asked that we all keep him in our prayers.

**Personnel:** Kathy Gautreau discussed the open Executive Assistant position and board members were given a copy of the WBRCC employee manual to review.

**Planning & Development:** Kathy Gautreau discussed the bathroom quotes, fencing around the Pergola and getting quotes.

 **MOTION**: By Gary Spillman, seconded by Barry Brewer to accept J& R Renovators for bathroom renovations. Motion passed.

**Marketing & Advertising**: Kathy Gautreau gave the Executive Directors report for August, discussed new projects that may be coming West Baton Rouge Parish, meeting with Antonia Plantation and FMCA in 2020.

 **Film Commission/Special Projects & Events:** Lois Webre discussed Oldies Fest, BBQ Cook-off and advertising for Reflections of the Season. No Film Commission business to report.

**Conference Center Report**: Tonya Elson discussed Conference Center meetings, advertising and the board viewed three new promotional videos.

**Old Business:**  Finalize job description for the Executive Director.

**New Business:** None.

**MOTION:** by Gary Hubble, seconded by Ash Patel to adjourn at 1:20 pm. Motion passed.

Respectfully Submitted,

Tonya Elson