



**Minutes of the Ascension Parish Tourism Commission  
Regular Board Meeting  
January 17, 2017**

**Agenda Item #1 - Call To Order/Pledge/Roll Call**

Meeting called to order by Board Chairman, Glenda Shaheen

Present: Glenda Shaheen, Anita B. Cann, Rae Milano, Randall LeJeune, Jason Pitre and  
Matt Oliver

Absent: Wally Taillon (excused absence-surgery)

Also present: Tracy Browning and Michael Calabro

**Agenda Item #2 Public Sign in Period**

**No Sign-In's**

**Agenda Item #3 Approval Agenda**

A motion was made to approve the agenda

**Motion** by Randy LeJeune

**Second** by Rae Milano

**(0) NAYS**

**Motion passed**

**Agenda Item # 4 Approval of Regular Board Meeting Minutes 11-15-16 and Special Board Meeting Minutes 12-14-16**

The minutes from the Regular Board Meeting on November 15, 2016 were reviewed by the board and a motion was made to approve the minutes.

**Motion** by Randy LeJeune

**Second** by Rae Milano

**(0) NAYS**

**Motion passed**

The minutes from the Special Board Meeting on December 14, 2016 were reviewed by the board and a motion was made to approve the minutes.

**Motion** by Matt Oliver

**Second** by Jason Pitre

**(0) NAYS**

**Motion passed**

**Agenda Item # 5 Review and Discuss Financial Reports – Finance Chairman**

The Finance Chairman reviewed the year end 2016 and current 2017 Financial Statements including the Occupancy Tax collected, Profit & Loss Budget vs. Actual, Bank Statement and Balance Sheet with the Board.

A motion was made to approve the 2016 year end and current 2017 Financials

**Motion** by Rae Milano

**Second** by Anita Cann

**(0) NAYS**

**Motion passed**

**Agenda Item # 6 Election of Officers**

The Chairman opened the floor for nominations for Vice Chairman and Secretary/Treasurer. A unanimous vote was taken for Jason Pitre for Vice Chairman and Randall LeJeune for Secretary/Treasurer for officers for 2017. Anita Cann will be removed as a check signer and the 2017 check signers will be Glenda Shaheen, Jason Pitre and Randall LeJeune. A motion was made to accept the officers for 2017.



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**Motion** by Anita Cann

**Second** by Matt Oliver

**(0) NAYS**

**Motion passed**

**Agenda Item # 7 Committee Appointments**

The Chairman appointed Randall LeJeune as Finance Chairman for 2017 as stated in the bylaws that the Treasurer is also the Finance Chairman. The Chairman also appointed Rae Milano as Personnel Chairman and Matt Oliver as the Marketing Chairman for 2017. The Chairman asked for the Committee Chairman to appoint their committee members by the end of the week.

**Agenda Item #8 Board Picture**

The Chairman asked to wait on taking the board picture until the whole board is present.

**Agenda Items #9 Approve Support Funds Applications (Jambalaya Festival & Hot Air Balloon Festival)**

The Chairman reviewed applications received for Support Funds. The Jambalaya Festival is celebrating their 50<sup>th</sup> year this year and requesting a sponsorship of \$15,000.00. A motion was made to approve the Support Funds request of \$15,000 for the 2017 Jambalaya Festival contingent upon receiving documentation and approval by the Executive Director.

**Motion** by Anita Cann

**Second** by Rae Milano

**(0) NAYS**

**Motion passed**

The Ascension Hot Air Balloon Festival is requesting \$15,000.00 to assist with shuttle service for the festival or in the form of a sponsorship if the shuttle service does not warrant itself. A motion was made to approve the Support Funds request of \$15,000 for the 2017 Ascension Hot Air Balloon Festival contingent upon receiving documentation and approval by the Executive Director.

**Motion** by Matt Oliver

**Second** by Jason Pitre

**(0) NAYS**

**Motion passed**

**Agenda Items #10 Director's Report**

The Executive Director reviewed the difference between occupancy tax and visitor enterprise funds, how they are assessed, collected and distributed and information on the tax rate collected at hotels in surrounding parishes. The Executive Director also discussed the city of Gonzales researching the rebuild of the civic center due to the flood and the city looking for funding to assist with the rebuild, possibly increasing the occupancy by 2% to go towards the construction.

**Agenda Items #17 Chairman's Report**

The Chairman asked for the board to try to review the materials before the board meetings in order to help the meetings run smooth and in a timely manner. The Chairman will also be going on the DC trip and participating in meetings and events for the Executive Director as she will not be attending.



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**Adjourn:**

**Motion** by Rae Milano

**Second** by Matt Oliver

**(0) NAYS**

**Motion passed**

\_\_\_\_\_  
**Glenda Shaheen, Chairman**

\_\_\_\_\_  
**Randall LeJeune, Secretary/Treasurer**

**Date** \_\_\_\_\_

**Date** \_\_\_\_\_

**Action Items:**

1. Committee Chairman assign committee members
2. Executive Assistant request documents for Support Funds