



**Minutes of the Ascension Parish Tourism Commission  
Regular Board Meeting  
May 23, 2017**

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

Meeting called to order by Board Chairman, Glenda Shaheen

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

Absent: Wally Taillon

Also present: Tracy Browning and Michael Calabro

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

**No Sign-In's**

**Agenda Item #3 Approval Agenda**

A motion was made to approve the agenda

**Motion** by Anita Cann

**Second** by Randy LeJeune

**(0) NAYS**

**Motion passed**

**Agenda Item #4 Board Presentations (Glenda)**

The Chairman acknowledged Wally Taillon and Anita Cann's terms ending July 2, 2017 and thanked them for their dedication to tourism. The Chairman presented Anita Cann with a plaque for time serve as a board member.

**Agenda Item # 5 Approval of Regular Board Meeting Minutes 3-21-17**

The minutes from the Regular Board Meeting on March 21, 2017 were reviewed by the board and a motion was made to approve the minutes.

**Motion** by Randy LeJeune

**Second** by Jason Pitre

**(0) NAYS**

**Motion passed**

**Agenda Item # 6 Financial Committee Report – a) Review & Discuss Finance Reports**

**(Vote)**

The Finance Chairman reviewed the 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 accept the financial reports as presented.

**Motion** by Anita Cann

**Second** by Jason Pitre

**(0) NAYS**

**Motion passed**

**Agenda Item # 6 Financial Committee Report – b) Approve Maturing CD Renewals (Vote)**

The Finance Chairman reviewed the two CDs that are coming up for renewal with UCB. One CD for \$100,000 is maturing June 14, 2017 and the other CD for \$50,000 is maturing June 19, 2017. As a recommendation from the Finance Committee Meeting on May 17, 2017, a motion was made to allow the \$100,000 CD to rollover to renew.

**Motion** by Randy LeJeune

**Second** by Glenda Shaheen

**(0) NAYS**

**Motion passed**



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As a recommendation from the Finance Committee, a motion was made to allow the \$50,000 CD to rollover to renew but change the terms from 18 months to 6 months.

**Motion** by Randy LeJeune

**Second** by Jason Pitre

**(0) NAYS**

**Motion passed**

**Agenda Item # 6 Financial Committee Report – c) Approve Fiscal Policies & Procedures**

**(Vote)**

The Finance Chairman and the Executive Director presented the updated Ascension Parish Tourism Commission Fiscal Policies & Procedures. These policies were reviewed by the Finance Committee and a motion was made to approve the updated Fiscal Policies & Procedures pending to verify that information including Financial Disclosure is required by board members to complete annually.

**Motion** by Randy LeJeune

**Second** by Glenda Shaheen

**(0) NAYS**

**Motion passed**

**Agenda Item # 7 Approve Support Funds Application-AIRO Sports LA 7v7 (Vote)**

The Executive Director presented the board with a Support Funds Application from AIRO Sports for the LA 7v7 Championship. This event has been held in Ascension Parish for the past 2 years and will be held this year at Lamar Dixon Expo Center June 15-16, 2017 where it hopes to grow and continue hosting in the future. A motion was made to approve \$2500.00 to AIRO Sports for the 2017 LA 7v7.

**Motion** by Glenda Shaheen

**Second** by Randy LeJeune

**(0) NAYS**

**Motion passed**

**Agenda Item # 8 Approve Support Funds Application-Gulf Coast Motorcycle (Vote)**

The Executive Director presented the board with a Support Funds Application from the Gulf Coast Motorcycle Group. This group is comprised of law enforcement agencies that hold fundraisers throughout the year to donate to charity. The largest event for the year is a motorcycle skills competition held at Lamar Dixon Expo Center annually where agencies from many states come to compete. The event will be held October 17-21, 2017. The group would like to do more advertising to encourage the public to attend this free event. A motion was made to approve \$2500.00.

**Motion** by Randy LeJeune

**Second** by Glenda Shaheen

**(0) NAYS**

**Motion passed**

**Agenda Item #9 Discuss Parking Lot Improvements**

The Executive Director discussed with the board about the phases of the parking lot improvements. The first phase two years ago was to construct concrete parking spaces. After discussion with the Ascension Economic Development about the future parking lot improvements



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and the board discussions, the Chairman requested the Executive Director setup a meeting with DOTD Aaron Elisar to discuss the plans for the roundabout at the intersection of Hwy. 70 and Hwy. 22 to understand if this will affect the first entrance to the visitor center before determining the parking lot improvements.

**Agenda Items #10 Executive Committee Update (Glenda)**

The Chairman updated the Board from the Executive Committee meeting held on May 8, 2017 with Matt Oliver, resigning and hiring David Guiney, Interpretive Direction, LLC to come on June 6-9, 2017 to work on plan for product development for Donaldsonville and the visitor enhancements for the visitor center. The Chairman also reviewed a sketch and preliminary estimate for the visitor center improvements from Domain Architecture. The board is invited to attend a meeting with David Guiney during his visit to give input. David Guiney will also meet with Michael Buturla, Domain Architecture, about preliminary design work to the visitor center.

**Agenda Items #11 Chairman’s Comments**

The Chairman requested Jason Pitre to submit a reference letter for re-appointment to the parish for his upcoming re-appointment to the board.

**Agenda Items #11 Director’s Report**

The Executive Director reminded the board of upcoming dates and presented a status report on various projects.

**Adjourn:**

**Motion** by Rae Milano  
**Second** by Randy LeJeune  
**(0) NAYS**  
**Motion passed**

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

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**Randall LeJeune, Secretary/Treasurer**

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

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

**Action Items:**

1. The Executive Assistant will contact UCB about the renewal of the CDs and term changes.
2. The Executive Assistant will contact the Gulf Coast Motorcycle Group and AIRO Sports about the approval of the Support Funds Application.
3. The Executive Director will setup a meeting with Aaron Elisar, DOTD.