



**Minutes of the Ascension Parish Tourism Commission  
Regular Board Meeting  
July 25, 2017**

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

Meeting called to order by Secretary/Treasurer, Randy LeJeune

Present: Rae Milano, Randall LeJeune, Jeanne St. Germain, Al Schof and Craig Walling

Absent: Glenda Shaheen and Jason Pitre

Also present: Tracy Browning Wally Taillon and Michael Calabro

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

**No Sign-In's**

**Agenda Item #3 Board Appointments**

Attorney, Michael Calabro, inducted the three new board members during the swearing in. Jeanne St. Germain, Craig Walling and Al Schof took the oath of office and became board members.

**Agenda Item #4 Approval Agenda**

A motion was made to add item 9e) 31<sup>st</sup> Annual BRB Garfish Rodeo and approve the agenda

**Motion** by Rae Milano

**Second** by Jeanne St. Germain

**(0) NAYS**

**Motion passed**

**Agenda Item #5 Board Presentations (Randy)**

The Secretary/Treasurer thanked Wally Taillon for his service and dedication to tourism. His term officially expired July 2<sup>nd</sup>. Randy LeJeune presented Wally Taillon with a plaque for time serve as a board member.

**Agenda Item # 6 Approval of Auxiliary Member, Anita Cann to the board (Vote)**

Anita Cann recently ended her term as a Board Member on July 2nd. Her dedication to tourism has been valuable and the Board made a motion to continue to have her give input as an Auxiliary Member of the Board. She will not have any voting power.

**Motion** by Rae Milano

**Second** by Craig Walling

**(0) NAYS**

**Motion passed**

**Agenda Item # 7 Approval of Minutes from Regular Board Meeting 5-23-17 (Vote)**

The minutes from the Regular Board Meeting on May 23, 2017 were reviewed by the board and a motion was made to approve the minutes.

**Motion** by Rae Milano

**Second** by Al Schof

**(0) NAYS**

**Motion passed**

**Agenda Item #8 Financial Committee Report – a) Review & Approve 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 Craig Walling



**Minutes of the Ascension Parish Tourism Commission  
Regular Board Meeting  
July 25, 2017**

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

**Agenda Item # 9b) Approval of Support Funds Program-Catholic High Wrestling Championship (Vote)**

The Executive Director reviewed the Support Funds Application for a request for \$10,000 to be used towards costs for wrestling officials, food costs, costs associated with awards, insurance and other miscellaneous overhead expenditures. After discussion, the Board made a motion to approve \$5000 towards the costs stated and a cooperative endeavor agreement must be signed.

**Motion** by Jeanne St. Germain  
**Second** by Craig Walling  
**(0) NAYS**  
**Motion passed**

**Agenda Item # 9c) Approval of Support Funds Program-Ascension Hospitality Association (Vote)**

The Executive Director reviewed the Support Funds Application for a request for \$5,000 to be used to assist in promoting partnerships in the industry, creating membership, promoting programs, supporting training and development, enhancing collaborative partnerships between association partners and the Tourism Commission and be the presenting Sponsor. After discussion, the Board made a motion to approve \$5000 towards the costs stated and a cooperative endeavor agreement must be signed.

**Motion** by Craig Walling  
**Second** by Rae Milano  
**(0) NAYS**  
**Motion passed**

**Agenda Item # 9d) Approval of Support Funds Program-Boucherie Festival (Vote)**

The Executive Director reviewed the Support Funds Application for a request for \$5,000 to be used towards the cost of the festival; entertainment, cooking supplies for cooking contests and marketing materials. After discussion, the Board made a motion to approve \$2500 towards the costs stated and a cooperative endeavor agreement must be signed.

**Motion** by Rae Milano  
**Second** by Al Schof  
**(0) NAYS**  
**Motion passed**

**Agenda Item # 9e) Approval of Support Funds Program-31<sup>st</sup> Annual BRB Garfish Rodeo (Vote)**

The Executive Director reviewed the Support Funds Application for a request for \$500 to be used to promote the event. After discussion, the Board made a motion to approve \$500 towards the costs stated and the commission can pay directly to the advertiser.

**Motion** by Craig Walling  
**Second** by Rae Milano  
**(0) NAYS**  
**Motion passed**



**Minutes of the Ascension Parish Tourism Commission  
Regular Board Meeting  
July 25, 2017**

**Agenda Item # 10 Donaldsonville Project – Interpretive Direction Report**

The Executive Director reviewed the report provided by Interpretive Direction to study opportunities for interpretive media development for the town of Donaldsonville. The consultant outlined in a Project Agreement the goal of the project was to assist the parish in developing more effective destination experiences for heritage tourists through effective interpretive media such as signs and wayside exhibits.

**Agenda Item # 11 Visitor Center Improvements – Interpretive Direction and Domain Architect Reports**

The Executive Director presented the reports provided by Interpretive Direction and Domain Architect. A schematic of the floor plan and a general estimate was provided from Domain Architect. The consultant outlined in a Project Agreement the goal of the project was to assist the parish in developing more effective destination experiences for heritage tourists through effective interpretive media such as signs and visitor center exhibits.

**Agenda Item # 12 Water Well**

The Executive Director reported that the water well was installed during the construction of the facility; however, the parish water has been tied in to the facility for many years and the well has not used. Recently a pipe cracked on the equipment going to the water well and had to be repaired. Because of the nonuse of the well, the Executive Director presented the board with a quote from Economy Water Wells to abandon and remove equipment and file papers, removal of existing equipment on well, abandonment by State of LA requirements of water well and submit paper work for \$600.

**Motion** by Rae Milano

**Second** by Al Schof

**(0) NAYS**

**Motion passed**

**Agenda Item #13 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 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. Because of conflicting scheduling, the meeting has not been able to take place yet. The Executive Director will continue to make efforts to setup a meeting.

**Agenda Items #14 Chairman's Comments**

The Chairman was not present at the meeting.

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

The Executive Director reminded the board of upcoming dates and presented a status report on various projects. Taste of Ascension had 18 participating restaurants and collecting feedback on the success.



**Minutes of the Ascension Parish Tourism Commission  
Regular Board Meeting  
July 25, 2017**

**Adjourn:**

**Motion** by Craig Walling

**Second** by Rae Milano

**(0) NAYS**

**Motion passed**

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

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

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

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

**Action Items:**

1. The Executive Assistant will contact the Support Funds Applicants with the approval information and additional information requested.
2. The Executive Assistant will contact Economy Water Well service to complete the work to the water well.
3. The Executive Director will setup a meeting with Aaron Elisar, DOTD.