



**Minutes of the Ascension Parish Tourism Commission
Regular Board Meeting
At Jambalaya Festival Association Building
November 8, 2018**

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

Meeting called to order by Chairman, Rae Milano

Present: Rae Milano, Craig Walling, Scott Duplechein, Jeanne St. Germain, and Mike Bonfanti

Absent: Randall LeJeune and Al Schof

Also Present: Kelvin Kinchen, Michael Burnette, Wally Taillon, Anita Cann, 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 Craig Walling

Second by Scott Duplechein

(0) NAYS

Motion passed

Agenda Item #4a Approval of Regular Board Meeting Minutes 10-9-18

The minutes from the Regular Board Meeting on October 9, 2018 were reviewed by the Board and a motion was made to approve the minutes.

Motion by Craig Walling

Second by Jeanne St. Germain

(0) NAYS

Motion passed

Agenda Item #5 Discuss and Approve Support Funds Program

The Finance Committee discuss changes to the Support Funds Program to allow for funding other items relative to the strategic plan. The commission fully supports a grant program to assist events, festivals and sporting events. A motion was made to change the Support Funds Program to Advertising/ Marketing Grant Program providing funding up to \$5000 to promote economic development through tourism, increased hotel/motel occupancy and impact revenue by increasing sales to retail outlets, attractions, restaurants and other appropriate entities by the way of advertising through print, digital, radio and/or TV and brochures and rack cards. All funds will be paid upon proof of performance and invoices directly from advertiser or business handling the service. A completely executed Cooperative Endeavor Agreement will continue to be required before payment. Guidelines and a new application will be used effective January 1, 2019.

Motion by Craig Walling

Second by Scott Duplechein

(0) NAYS

Motion passed

Agenda Items #5 Support Funds Application – Lagniappe Music & Seafood Fest (Vote)

Kelvin Kinchen and Michael Burnette presented the new festival being hosted in Gonzales to include carnival, car show, silent auction, gumbo cookoff and live music to benefit Stand For Autism. They anticipate 20,000-30,000 in attendance daily and no admission charge. A motion was made to approve \$3600 upon execution of a Cooperative Endeavor Agreement to be used advertising such as billboards,



**Minutes of the Ascension Parish Tourism Commission
Regular Board Meeting
At Jambalaya Festival Association Building
November 8, 2018**

TV commercials, radio and newspaper as well entertainment cost as stated in the Support Funds Application.

Agenda Items #6 Support Funds Application – Rock’n The Bayou (Vote)

After discussion for the above item, a motion was made to table item 5 & 6 to the next Regular Board Meeting.

Motion by Craig Walling

Second by Al Schof

(0) NAYS

Motion passed

Agenda Item # 7b Finance Committee Report - Approve Financial Reports

The Finance Chairman reviewed the current 2018 Financial Statements including the Profit & Loss Budget vs. Actual, Balance Sheet and Support Funds with the Board. A motion was made to approve the current 2018 Financials.

Motion by Craig Walling

Second by Al Schof

(0) NAYS

Motion passed

Agenda Item # 9 Approval of the 2019 Cooperative Endeavor Agreement with Ascension Economic Development Corporation (Vote)

The Board reviewed the 2019 Cooperative Endeavor Agreement with Ascension Economic Development Corporation. A motion was made to approve the Agreement for 2019.

Motion by Craig Walling

Second by Al Schof

(0) NAYS

Motion passed

Agenda Item #8 Discussion

None

Agenda Item #9 Chairman’s Comments

The Chairman discussed the December date of the Regular Board Meeting and the Board agreed to move the Regular Board Meeting to December 10th at 8am at the tourism office. The Chairman also discussed with committees about setting meetings. The Personnel Committee meeting set a meeting for October 16th at 8am at the tourism office and the Finance Committee meeting set a meeting for November 1, 2018 at 3:00pm at the tourism office.

Agenda Items #10 Executive Director’s Report

The Executive Director reported to the Board of recent meetings, updates on projects and upcoming events on the Executive Director’s Report. The Executive Director also gave an update on the Ascension Hot Air Balloon Festival.

Adjourn:

Motion by Craig Walling



**Minutes of the Ascension Parish Tourism Commission
Regular Board Meeting
At Jambalaya Festival Association Building
November 8, 2018**

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

Rae Milano, Chairman

Randall LeJeune, Secretary/Treasurer

Date _____

Date _____