



**Minutes of the Ascension Parish Tourism Commission
Regular Board Meeting
At Jambalaya Festival Association Building
November 6, 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 discussed changes to the Support Funds Program to allow for funding other items relative to the strategic plan. The Board 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. Updated guidelines and a new application will be effective January 1, 2019.

Motion by Craig Walling

Second by Scott Duplechein

(0) NAYS

Motion passed

Agenda Items #6 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 for the Lagniappe Music & Seafood Fest upon execution of a Cooperative Endeavor Agreement to



**Minutes of the Ascension Parish Tourism Commission
Regular Board Meeting
At Jambalaya Festival Association Building
November 6, 2018**

be used for advertising such as billboards, TV commercials, radio and newspaper as well entertainment cost as stated in the Support Funds Application.

Motion by Mike Bonfanti

Second by Craig Walling

(0) NAYS

Motion passed

Agenda Items #7 Support Funds Application – Rock’n The Bayou (Vote)

The Board reviewed the Support Funds Application for the 3rd Rock’n The Bayou Concert and Car Show at Lamar Dixon Expo Center. A motion was made to approve \$3600 upon execution of a Cooperative Endeavor Agreement to be used for marketing the event as stated in the Support Funds Program Application.

Motion by Mike Bonfanti

Second by Craig Walling

(0) NAYS

Motion passed

Agenda Item # 8b Personnel Committee Report - Approve Long Term Disability Insurance (Vote)

The Personnel Chairman reviewed the benefits as stated in the attached for the long term disability insurance with the Board. As a recommendation from the personnel committee, a motion was made to approve Long Term Disability insurance to be a company paid benefit for all full time employees effective January 1, 2019.

Motion by Craig Walling

Second by Mike Bonfanti

(0) NAYS

Motion passed

Agenda Item # 8c. Personnel Committee - Approve Cell Phone Compensation Change (Vote)

The Personnel Chairman read a recommendation from the Personnel Committee and a motion was made to approve an increase for the Executive Director Cell Phone Data compensation from \$30.00 per month to \$50.00 per month effective January 1, 2019.

Motion by Craig Walling

Second by Mike Bonfanti

(0) NAYS

Motion passed

Agenda Item # 8d. Personnel Committee – Discuss and Approve 2019 Salaries (Vote)

The Personnel Chairman read a recommendation from the Personnel Committee and a motion was made to approve a 2.5% cost of living raise for all full time employees and a 2% merit raise for the Graphic Designer/Social Media Specialist and Executive Assistant/Travel Counselor and a 5% raise for the Executive Director effective January 1, 2019.

Motion by Craig Walling

Second by Scott Duplechein

(0) NAYS

Motion passed



**Minutes of the Ascension Parish Tourism Commission
Regular Board Meeting
At Jambalaya Festival Association Building
November 6, 2018**

Agenda Item # 8e. Personnel Committee –Approve 2019 Health Plan (Vote)

The Personnel Chairman read a recommendation from the Personnel Committee and a motion was made to approve Option 2 Blue Cross Plan from the attached for full time employees with the company paying 80% of the employee only premium and the company paying 5% of the family premium effective February 1, 2019.

Motion by Craig Walling

Second by Mike Bonfanti

(0) NAYS

Motion passed

Agenda Item # 9f. Finance Committee Report - Approve Financial Reports (Vote)

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 Scott Duplechein

(0) NAYS

Motion passed

Agenda Item # 9g. Finance Committee Report - Approve Moving Funds from Money Market to checking account (Vote)

The Executive Director reviewed the current types of accounts and balances with the Board. A motion was made to approve to move \$50,000 from the Whitney Hancock account to the checking account at Regions Bank effective immediately.

Motion by Craig Walling

Second by Mike Bonfanti

(0) NAYS

Motion passed

Agenda Item # 9h. Finance Committee Report – Discuss and Approve Maturing CDs (Vote)

The Executive Director reviewed the current CDs and their maturing dates coming up in December, 2018. After discussion, the Board approved for Mike Bonfanti to research the current accounts and new investment opportunities and bring the research back to the next Regular Meeting with a plan.

Motion by Craig Walling

Second by Scott Duplechein

(0) NAYS

Motion passed

Agenda Item # 9i. Finance Committee Report – Approve 2018 Engagement Letters (Vote)

The Executive Director read a recommendation from the Finance Committee and a motion was made to approve Diez, Dupuy & Ruiz, LLC to conduct the 2018 audit and agreed upon procedures.

Motion by Craig Walling

Second by Scott Duplechein

(0) NAYS

Motion passed

Agenda Item # 9j. Finance Committee Report – Review and Approve 2019 Budget (Vote)



**Minutes of the Ascension Parish Tourism Commission
Regular Board Meeting
At Jambalaya Festival Association Building
November 6, 2018**

The Executive Director read a recommendation from the Finance Committee and a motion was made to approve the 2019 Budget and necessary advertising of the budget.

Motion by Craig Walling

Second by Mike Bonfanti

(0) NAYS

Motion passed

Agenda Item #10 Discussion

None

Agenda Item #11 Chairman’s Comments

The Chairman reminded the Board that at the next Regular Board Meeting the 2019 Meeting Schedule will be approved and Election of Officers.

Agenda Items #12 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

Second by Mike Bonfanti

(0) NAYS

Motion passed

Rae Milano, Chairman

Randall LeJeune, Secretary/Treasurer

Date _____

Date _____