



**Minutes of the Ascension Parish Tourism Commission
Regular Board Meeting
September 10, 2019**

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

Meeting called to order by Chairman, Rae Milano

Present: Rae Milano, Craig Walling, Al Schof, Mike Bonfanti, Karen Hatcher and Gasper Chifichi

Absent: Jeanne St. Germain

Also Present: Connie Boe (Cajun Can Chase), 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 add 3a) Retroactive Approval of Executive Director Authority to the agenda.

Motion by Craig Walling

Second by Gasper Chifichi

(0) NAYS

Motion passed

A motion was made to approve the agenda.

Motion by Gasper Chifichi

Second by Craig Walling

(0) NAYS

Motion passed

Agenda Item #3a Retroactive Approval of Executive Director Authority

A motion was made to retroactively approve the Executive Director authority to manage the fraudulent activity issue with the Regions Bank Checking Account including, but not limited to:

- a) Grant of full authority to act (previously, now or in the future)
- b) Close account # xxxxxxx5648
- c) Open account # xxxxxx1433
- d) Confirm and ratify any and all such actions previously undertaken and/or required in response to this emergency.

Motion by Craig Walling

Second by Al Schof

(0) NAYS

Motion passed

Agenda Item #4 Approval of Advertising-Marketing Grant Application-Cajun Can Chase

Connie Boe, Crazy Train Productions, LLC. requested \$15,000 advertising grant for the Cajun Can Chase Barrel Race. A motion was made to approve \$2,500 for advertising for the Cajun Can Chase Barrel Race to be held December 14-15, 2019 at Lamar Dixon Expo. Advertising costs are to be paid directly to the advertiser(s) and upon the execution of the Cooperative Endeavor Agreement.

Motion by Craig Walling

Second by Gasper Chifichi

(0) NAYS

Motion passed

Agenda Item #5 Approval of Regular Board Meeting Minutes

The minutes from the Regular Board Meeting on August 13, 2019 were reviewed by the Board and a



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motion was made to approve the minutes.

Motion by Craig Walling

Second by Mike Bonfanti

(0) NAYS

Motion passed

Agenda Item #6 Approval of Executive Committee Meeting Minutes

The minutes from the Executive Committee Meeting on September 3, 2019 were reviewed by the Board and a motion was made to approve the minutes.

Motion by Craig Walling

Second by Mike Bonfanti

(0) NAYS

Motion passed

Agenda Item # 7 Treasurer's Report

The Treasurer reviewed the current Financial Statements including the Profit & Loss Budget vs. Actual and Balance Sheet with the Board. A motion was made to approve the current 2019 Financials.

Motion by Craig Walling

Second by Gasper Chiffici

(0) NAYS

Motion passed

Agenda Item # 8 Transfer of Funds

The Treasurer reviewed the current balances of the Regions Bank Checking Account and Regions Bank Money Market Account. In compliance with the financial policy, a motion was made to transfer \$25,000.00 from the Regions Bank Checking Account to the Regions Bank Money Market Account effective immediately.

Motion by Craig Walling

Second by Karen Hatcher

(0) NAYS

Motion passed

Agenda Item # 9 Maturing CD

The Treasurer reviewed with the Board the nine-month CD #723145 at Hancock/Whitney Bank maturing on October 7, 2019. In compliance with the investment plan, a motion was made to close the nine-month CD #723145 and open a twelve-month CD at Hancock/Whitney Bank thus transferring the current balance of the CD of \$120,000.00 plus interest into the twelve-month CD.

Motion by Craig Walling

Second by Al Schof

(0) NAYS

Motion passed

Agenda Item # 10. Company Vehicle Policy

A Personnel Committee meeting was held on September 3, 2019. After reviewing the current policy, the committee made a recommendation to the Board to provide the Executive Director with a company vehicle as previously allowed by APTC. A motion was made to approve the new vehicle policy in the Employee Handbook which provides the Executive Director with a company vehicle.

Motion by Mike Bonfanti



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Second by Al Schof
(0) NAYS
Motion passed

Agenda Item # 11 Vacation Policy

A Personnel Committee meeting was held on September 3, 2019. After reviewing other bureaus vacation policies, the committee made a recommendation to the Board to add an additional week of vacation when ten years of service is achieved. A motion was made to approve full time employees to receive twenty days of vacation time on the tenth year of employment and the updated policy in the Employee Handbook.

Motion by Gasper Chifici
Second by Craig Walling
(0) NAYS
Motion passed

Agenda Item # 12 Full Time & Part Time Hours

A Personnel Committee meeting was held on September 3, 2019. After reviewing the current policy, the committee made a recommendation to the Board to clarify the definition of part time and full time hours better. A motion was made to approve the new policy in the Employee Handbook defining part time employees work less than 30 hours per week and full time employees work at least 30 hours per week.

Motion by Karen Hatcher
Second by Mike Bonfanti
(0) NAYS
Motion passed

Agenda Item #9 Board Chairman’s Comments

The Chairman reminded the Board of the upcoming Cajun Nationals Street Rod Car show and Board members are needed to help.

Agenda Items #11 Executive Director’s Report

The Executive Director stated the monthly report was sent via email.

Adjourn:

Motion by Craig Walling
Second by Gasper Chicifi
(0) NAYS
Motion passed

Rae Milano, Chairman

Michael Bonfanti, Secretary/Treasurer

Date _____

Date _____