

ST. LANDRY PARISH TOURIST COMMISSION  
MONTHLY MINUTES  
September 12, 2018

St. Landry Parish Tourist Commission met on Wednesday, September 12, 2018 at 5:30PM, in Opelousas at the St. Landry Parish Visitor Information Center.

Present  
Mary Doucet  
Wil Giron, Treasurer  
Suzanne LaHaye, President  
Ginger Lecompte  
Yvonne Normand, Secretary  
Celeste Gomez\* Ex. Director  
Sarah Wise\* Marketing Director  
Caitlin Bussey\* Communications Manager

Not Present  
Kelly Pitre, Vice President  
John Slaughter (out of town)

Guest Present

TOPIC	DISCUSSION	RECOMMENDATIONS / ACTIONS	FOLLOW-UP
<u>Call to Order</u>	President Suzanne LaHaye called the September meeting to order.	The minutes for the August monthly meeting were accepted as presented. Approved unanimously.  *Note – Public comment was called for and none was heard.	Concluded.
<b>Financial Report</b>  General Fund  St. Landry Parish Special Projects Account  Visitor Center Debt Service	Parish Occupancy tax for the month of July totaled \$31,599.61. The current balance in the General Fund, following payment of bills, totaled \$181,611.48  Washington State Bank Account balance stands at \$49,535.64. A new payout schedule was provided by WSB to reflect the additional payment made in March. The September note was for \$21,695.39.  Current balance \$707,500.00.	A motion was made by Yvonne Normand accept the financial report as presented. Mary Doucet seconded. Unanimously approved. (Motion is not necessary, only acceptance as presented)	Concluded.

TOPIC	DISCUSSION	RECOMMENDATIONS / ACTIONS	FOLLOW-UP
<p><b><u>Staff Reports</u></b></p> <p>Caitlin Bussey Communications Manager</p> <p>Sarah Wise Marketing Director</p> <p>Celeste Gomez Executive Director</p>	<p>Complete report provided in packets and has a new look. Office printed &amp; Promotional items have all been updated with new logo. Work on website continues with launch on Sept. 20 – “Meet the Artists”; Newsletter template next (BBR). 5000 likes reached on FB. Assisted with OHS Reunion; LOT Social Media; LTA conference – session on videography was of interest.</p> <p>Complete report provided in packets. Attended Bridal Show and recent Arts &amp; Education showcase; Website tasks; LTA Conference – National Park Service coop opportunities.</p> <p>Complete report provided in packets. Request for placement of plaque and landscape suggestion presented for consideration. Use of grant dollars for Tricentennial – Legacy events or project. encouraged.</p>	<p>No action Needed.</p>	
<p><b><u>Old Business</u></b></p> <p>Check signing Policy</p>	<p>Commission does not have a written policy addressing check signing. Two signatures are required with both being Commissioners. Since the Executive Director prepares accounts payable &amp; receivable, it has been the agreed upon practice that the Executive Director should not have this authority.</p> <p>Those authorized have not necessarily been the treasurer at the time. Availability of the “signer” is taken into consideration. There has been rotation over the years as Commissioners change. Increased requirements made by banking institutions dealing with check signing authority has also discouraged annual rotation.</p> <p>Options all considered and will be addressed by committee to be appointed.</p>	<p>No Action Taken.</p>	<p>Pending.</p>

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Sales & Use Tax Commission Update	A meeting has been set with attorney Chris Granger on Sept. 14, 2018 to begin drafting of an agreement between SLPTC and SLP School Board Sales Tax Office.	No Action Needed.	Ongoing.
<b><u>New Business</u></b> “Meet the Artists” – Sept. 20	Details about the events were shared with the Commissioners who were encouraged to attend. Those parties that have worked on the various phases of our new brand, new art piece and new website will be present.	No Action Needed.	Concluded.
2018 Fall International Grand Hunting Retriever Competition – Oct. 5-10	Participants from across the USA will be in the Grand Prairie/Washington area for what will be their largest hunt test competition to date. 582 dogs have been registered, 375 handlers and 41 HRC Dignitaries are expected. Promotional items supplied by SLPTC.	No Action Needed.	Concluded.
<b><u>Grant Application</u></b>	None for consideration.		
Sales & Use Tax Commission Update	A meeting has been set with attorney Chris Granger to begin development of an agreement between SLPTC and SLP School Board Sales Tax Office.	No Action Needed.	Ongoing.
Executive Session	<p>President LaHaye asked that the meeting move into executive session to discuss a personnel matter. Executive Director Celeste Gomez was allowed to stay.</p> <p>Remaining staff were excused.</p>	<p>It was moved by Yvonne Normand and seconded by Mary Doucet that an executive session be called. Unanimously approved.</p> <p>Motion was made by Mary Doucet and seconded by Yvonne Normand to come out of executive session and resume the open meeting. Unanimously approved.</p>	Concluded.
<b><u>Meeting Adjourned</u></b>	<p><b><u>Next Meeting Wednesday October 10, 2018 at Visitor Information Center at 5:30PM</u></b></p> <p>*Mrs. Normand will not be present in October.</p>	Wil Giron moved that with no further business to discuss, the meeting be adjourned. Seconded by Yvonne Normand . Unanimously approved.	Concluded.