

ST. LANDRY PARISH TOURIST COMMISSION
MONTHLY MINUTES
October 10, 2018

St. Landry Parish Tourist Commission met on Wednesday, October 10, 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
Kelly Pitre, Vice President
John Slaughter
Celeste Gomez* Ex. Director
Sarah Wise* Marketing Director
Caitlin Bussey* Communications Manager

Not Present
Yvonne Normand, Secretary

Guest Present

TOPIC	DISCUSSION	RECOMMENDATIONS / ACTIONS	FOLLOW-UP
<u>Call to Order</u>	President Suzanne LaHaye called the October meeting to order.	The minutes for the September monthly meeting were accepted as presented. Approved unanimously. *Note – Public comment was called for and none was heard.	Concluded.
Financial Report General Fund St. Landry Parish Special Projects Account Visitor Center Debt Service	Parish Occupancy tax for the month of August totaled \$30,809.10. The current balance in the General Fund, following payment of bills, totaled \$166,066.60 Washington State Bank Account balance stands at \$49,544.24. A new payout schedule was provided by WSB to reflect the additional payment made in March. Current balance \$707,500.00.	A motion was made by Kelly Pitre accept the financial report as presented. Wil Giron seconded. Unanimously approved. (Motion is not necessary, only acceptance as presented)	Concluded.

TOPIC	DISCUSSION	RECOMMENDATIONS / ACTIONS	FOLLOW-UP
<p><u>Staff Reports</u></p> <p>Caitlin Bussey Communications Manager</p> <p>Sarah Wise Marketing Director</p> <p>Celeste Gomez Executive Director</p>	<p>Website ongoing since launch; travel counselors entering in backroom; Newsletter designed by BBR – click through & open rate for Oct. issue of Gumbo Guide showed an increase. Push card for Key of C Accordion exhibit completed and to be distributed to schools. Complete report in packets.</p> <p>2019 SLP Visitor Guide is underway with all listings being verified and updated on website at same time. The Marketing Plan for 2019 is also being developed for budgeting purposes. Complete report in packets.</p> <p>Legislative Joint Budget Committee meeting on Oct, 29 to review dedicated funding of state sales tax which includes Hotel Motel Tax referred to as Enterprise Funds. These dollars are used to fund visitor center construction payments thru 2025. Annual note in \$152,000 range. Complete report in packets.</p>	<p>No action Needed.</p>	
<p>Sales & Use Tax Commission Update</p>	<p>Chris Granger has contacted SLP School Board attorney, Evan Alvarez. Draft of agreement between SLPTC and SLP Sales Tax being drawn up. A second document for SLPG showing it will no longer be the collecting agent is being drafted as well. Ready by end of October.</p>	<p>No Action Needed.</p>	<p>Ongoing.</p>
<p><u>New Business</u></p> <p>Executive Director Search Committee</p>	<p>An Executive Director Search Committee had been formed and met on September 27. Members reviewed Job Description, Qualifications, Salary Range and created a timeline for process. Minutes from that meeting were presented to all Commissioners and details were discussed. An application has also been created. Position will be advertised with deadline for resumes on Nov. 8 at 5pm. A unique email slptcjob@gmail.com will be used. All emails and mailed responses will be monitored by Chairman.</p>	<p>No Action Needed.</p>	<p>Concluded.</p>

TOPIC	DISCUSSION	RECOMMENDATIONS / ACTIONS	FOLLOW-UP
Resolution for Signature Authorization – LA Office of Community Development – Disaster Recovery Unit (OCD-DRU)	A resolution is needed to execute an agreement between LA Office of Community Development – Disaster Recovery Unit (OCD-DRU) and the St. Landry Parish Tourist Commission. The agreement is to implement a grant under CDB through the recovery program through the RESTORE LA Infrastructure: FEMA Public Assistance Nonfederal Share Match Program. Additional funds for damaged incurred during the 2016 flood have been determined in the amount of \$8,128.74.	It was moved by Ginger Lecompte and seconded by Mary Doucet that a resolution be adopted approving Celeste D. Gomez as the authorized Signatory Party to enter any and all contractual obligations on behalf of St. Landry Parish Tourist Commission and the Office of Community Development Disaster Recovery Unit (OCD-DRU).	Concluded.
Resolution for Signature Authorization – System for Award Management (SAM.gov)	A resolution for Signatory Authorization is now required from all entities doing business with System for Award Management (SAM.gov). Being registered with SAM is a requirement of FEMA.	It was moved by Ginger Lecompte and seconded by Mary Doucet that a resolution be adopted approving Celeste D. Gomez as the authorized Signatory Party to enter into any and all contractual obligations on behalf of St. Landry Parish Tourist Commission and System for Award Management (SAM.gov)	Concluded.
<u>Grant Application</u>	None for consideration.		
<u>Meeting Adjourned</u>	<u>Next Meeting Wednesday November 14, 2018 at Visitor Information Center at 5:30PM</u>	John Slaughter moved that with no further business to discuss, the meeting be adjourned. Seconded by Wil Giron . Unanimously approved.	Concluded.