

## Vermilion Parish Tourist Commission Minutes of November 15, 2017

Members Present: Marlene Theriot, Betty Girouard, Shannon Neveaux, Judy LeBlanc, Ferric Montgomery, Kathie Terpening

Members Absent: Terry Lancon, (out of town), Odile Segrest (out of town), Sandra Reaux (daughter's surgery)

Others Present: Alison Miller

The meeting was called to order and all in attendance recited the Pledge of Allegiance. Since Terry Lancon and Odile Segrest were unable to attend, they each submitted a signed proxy. Shannon Neveaux and Alison Miller will vote Terry Lancon's and Odile Segrest's proxy.

The Commission reviewed the agenda. A motion was made by Betty Girouard, seconded by Shannon Neveaux, and unanimously carried to continue with the agenda as presented.

Betty Girouard and Ferric Montgomery informed the Commission that they will need to leave the meeting early due to prior commitments.

There were no guest comments at the meeting.

A motion was made by Shannon Neveaux, seconded by Ferric Montgomery, and unanimously carried to approve the minutes of Wednesday, September 20, 2017 as written.

A motion was made by Shannon Neveaux, seconded by Kathie Terpening, and unanimously carried to approve the Treasurer's Report and payment of bills as presented. The Commission had a few questions regarding the checking balance and fund balance numbers not matching the Balance Sheet. The Budget provided included the amount of revenue vs. expenditures with the BP Grant reimbursement to show a more accurate year-end budget; however we have not received the check as of today so the Balance Sheet does not have that amount in checking. Alison Miller will also check to see if the checking balance and fund balance numbers are accrual or cash basis. Our Budget and Balance Sheet are on cash basis. Alison Miller will email the budget without the BP Grant reimbursement to the Commission so they have a Budget that matches the Balance Sheet. Judy Leblanc requested that the Commission is also provided a copy of the Bank Reconciliation in the Financial Report.

A motion was made by Betty Girouard, seconded by Shannon Neveaux, and unanimously carried to go into Executive Session to perform the Executive Director's Annual Performance Evaluation. A motion was made by Shannon Neveaux, seconded by Kathie Terpening, and unanimously carried to come out of Executive Session. Alison Miller received an outstanding review from the Commission. Due to budget shortfalls, a pay increase for 2018 was not allowed.

Alison Miller provided the Commission with the proposed budget and advertising for the 2017/2018 BP Gulf Tourism and Seafood Promotion Grant that was recently awarded to the Tourist Commission. A motion was made by Kathie Terpening, seconded by Judy LeBlanc, and unanimously carried to approve the budget and submit it to BP for final approval.

Alison Miller presented the Commission the Proposed 2018 Budget that was compiled at the Budget Committee meeting held in October. A motion was made by Shannon Neveaux, seconded by Judy LeBlanc, and unanimously carried to adopt the proposed 2018 Budget as presented. Kathie Terpening asked Alison Miller to check into the legality of the Tourist Commission doing fund raisers to help our budget.

Ferric Montgomery needed to leave the meeting.

Alison Miller provided the Commission with a proposal from the Abbeville Historical and Cultural Alliance to move VPTC to the Alliance Center and have Alison Miller run both organizations, as well as help the Abbeville Tourist Center. Both organizations would supplement the salary of the Executive Director. Alison Miller has met with Mayor Piazza, Tony Mayard (current director) and Lloyd Dore' (Alliance Center Board Member) to go over duties, expectations, hours, etc. After a brief discussion on how this joint venture would work, if it would be beneficial to all involved and if it was legal for Alison Miller to be paid by both organizations, the Commission agreed to move forward in negotiations. It was recommended that a contract be drawn up between the organizations. Judy LeBlanc and Shannon Neveaux agreed to sit in on the negotiations and contract process with Alison Miller.

Betty Girouard needed to leave the meeting. Before she left, Alison Miller and the Commission thanked Mrs. Girouard for her many years of service to the Commission and the tourism industry in Vermilion Parish.

The 2018 Meeting dates were discussed. A suggestion was made to keep the meetings on the third Wednesday of the month since the majority could make the meetings on that day and not conflict with other meetings or obligations. Alison Miller will send the Commission the 2018 meeting dates to review to make sure there are no conflicts with the dates.

Shannon Neveaux asked Alison Miller if she knew how to link our tourism website to the state park's reservation website page for Palmetto Island State Park. That way visitors booking their reservations could learn what they can do while they are in the parish. Alison Miller will go to the page and see how it can be linked. It might have to be something the Office of State Parks needs to approve or link.

The next meeting of the Vermilion Parish Tourist Commission will be held on Wednesday, January 17, 2018 at 4:00 pm at Vermilion Parish Tourist Commission.

There being no further business, a motion was made by Kathie Terpening, seconded by Judy LeBlanc, and unanimously carried to adjourn.

Minutes taken and respectively submitted by:  
Alison Miller, VPTC Secretary