

**Sabine Parish Tourist Commission**  
**MINUTES**  
**Tuesday, November 14, 2017**  
**12:00 pm**

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**Board Members  
Present:**

Kyle Martinez  
Martha Henderson  
Bonnie Fox-Miles  
Edith Palmer  
Randy Ziegler, III  
Geri Alford  
Barbara Peterson

**Not Present:**

**Staff Present:**

Linda Curtis-Sparks  
Wanda Rivers  
Whitney Hart

**Guests:**

Joe Darby

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Kyle Martinez, President, called the regularly scheduled meeting of the Sabine Parish Tourist Commission to order.

The prayer and pledge were led by Linda Curtis-Sparks.

**Action #1:** Martha Henderson made a motion to approve the November 2017 agenda of the Sabine Parish Tourist Commission Board meeting. Geri Alford seconded the motion. Motion carried.

Kyle Martinez welcomed the guest, Joe Darby from the Natchitoches Parish Tourist Commission.

**Action #2:** Edith Palmer made a motion to approve the October 2017 minutes. Randy Ziegler, III seconded the motion. Motion carried.

Linda-Curtis Sparks and Wanda Rivers presented the October 2017 financials. Wanda stated that for the month of October there was a budget deficit and handed out a cash flow projection and budget comparable from 2008-present. Added to the chart was a line item for funds available for marketing gained from grants and other sources. Linda Curtis-Sparks made the board aware of an option of replacing the funds that were taken out of the money market account, but recommended against it.

**Action #3:** Edith Palmer made a motion to approve the October 2017 financials of the SPTC. Geri Alford seconded the motion. Motion carried.

Linda Curtis-Sparks updated the board on future funding issues and the amount of outside funding received. She discussed two meetings that were held with lobbyists and attorneys on the future of RV pad revenue and enterprise funds.

She presented the 2018 budget and marketing plan to the board, along with a copy of the 2017 budget.

**Action #4:** Edith Palmer made a motion to approve the budget and marketing plan for 2018. Randy Ziegler, III seconded the motion. Motion carried.

The election of officers for the 2018 year were discussed by the board. Edith Palmer suggested the offices remain the same as in 2017. The current officers are Kyle Martinez, President, Martha Henderson, Vice President, and Geri Alford, Treasurer.

**Action #5:** Edith Palmer made a motion for offices to remain the same. Randy Ziegler, III seconded the motion. Motion carried.

Linda Curtis-Sparks provided the board with a copy of the Encore Louisiana Commission Certified Retirement Community Program Guidelines/Application. She explained the marketing benefits that would come with the designation and how important it is to the area. She asked the board to allow Kyle Martinez to sign a resolution to designate the Tourist Commission as the agency on record for the reporting.

**Action #6:** Bonnie Fox-Miles made a motion to approve the resolution. Edith Palmer seconded the motion. Motion carried.

Linda Curtis-Sparks discussed the renewal of her 2017-2018 Executive Director's contract.

**Action #7:** Edith Palmer made a motion to accept the 2017-2018 Executive Director's contract. Geri Alford seconded the motion. Motion carried.

Linda Curtis-Sparks gave a report on the three BASS events scheduled for 2018. The contracts have been signed. She updated the board on the TBLA grant. She is hoping the project will be complete by January. They are having to re-stake the boundaries and will begin work shortly. She discussed an agreement to accept responsibility for financial records and bookkeeping for the No Man's Land Celebration group. She stated that Desoto Parish would act as Treasurer, but Sabine Parish would keep the books.

**Action #8:** Edith Palmer made a motion to accept responsibility for financial records and bookkeeping for No Man's Land Celebration group. Geri Alford seconded the motion. Motion carried.

**Action #9:** Edith Palmer made a motion to accept the Director's Report which also included the following:

1. End of Year Report
2. Legal Issues with RV Tax Collections
3. Development at Toledo Bend RV & Cabins
4. Litter Meeting Wrap-Up
5. Kayak Bassin' Tournament
6. TBLA Grant at Intersection on Lake
7. Website Numbers
8. Cane River National Heritage Area
9. No Man's Land Celebration
10. Influencer Campaign with Trumpet Media
11. Public Notice for Budget Hearing
12. El Camino Real Caddo Region
13. Accident on Sidewalk at Tourist Center
14. Three Bass Events

Geri Alford seconded the motion. Motion carried.

**Action #10:** Bonnie Fox-Miles made a motion to adjourn. Geri Alford seconded the motion. Meeting adjourned.

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President, Kyle Martinez

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Date

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Witness

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Date