

**Sabine Parish Tourist Commission**  
**MINUTES**  
**Tuesday, March 12, 2019**  
**12:00 pm**

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<b>Board Members Present:</b>	<b>Not Present:</b>	<b>Public Present:</b>	<b>Staff Present:</b>
Martha Henderson Edith Palmer Geri Alford Bobbie Jackson Kyle Martinez Daniel Bennett Bonnie Fox-Miles		Shanna Gaspard	Linda Curtis-Sparks Wanda Rivers Anne Boyens Whitney Hart

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Geri Alford, 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:** Edith Palmer made a motion to approve the March 2019 agenda of the Sabine Parish Tourist Commission Board meeting. Martha Henderson seconded the motion. Motion carried.

**Action #2:** Bobbie Jackson made a motion to approve the February 2019 minutes. Edith Palmer seconded the motion. Motion carried.

**Action #3:** Martha Henderson made a motion to approve the February 2019 financials of the SPTC. Edith Palmer seconded the motion. Motion carried.

Linda Curtis-Sparks reported on the meeting with Senator Long concerning various legislation related to tourism.

Mrs. Sparks informed the board of the Voluntary Collection Agreements between Airbnb and Louisiana CVBs to collect and remit occupancy tax directly to each parish.

Mrs. Sparks discussed the resolution for definitions of occupancy tax issues being brought forth at the 2019 legislative session that would unify and clarify the definition of "hotel" in the statutes of Louisiana CVBs considered "special taxing districts" and/or "political subdivisions." The legislation will remove the two-room minimum threshold for occupancy tax collection and pair it with the definition of a "hotel" for sales tax collection (no minimum room threshold). This will remove any disparity of the term between the parish and state.

Mrs. Sparks presented to the board a proposal by the Graham Group for improvements to the Sabine website. This will make [www.ToledobendLakeCountry.com](http://www.ToledobendLakeCountry.com) more user friendly and update the layout.

**Action #4:** Edith Palmer made a motion to approve using Graham Group to improve Sabine Parish's website. Martha Henderson seconded the motion. Motion carried.

Mrs. Sparks presented the board with Financial Policies & Procedures. They will be reviewed and voted on next month.

Linda Curtis Sparks presented handouts of Code of Ethics policy to the board for them to review. They will sign off on these at the April board meeting.

Mrs. Sparks discussed the Financial Disclosures. They will be reviewed and due in May.

Mrs. Sparks presented the Public Records Request Policy to the board for approval. Edith Palmer proposed a change to the public records request policy to state there will be an administrative fee for time worked.

**Action #5:** Edith Palmer made a motion to approve the public records request policy with the statement that a fee will be assessed for staff time utilized. Bobbie Jackson seconded. Motion carried.

Mrs. Sparks requested that the board approve the transfer of funds to the Money Market Account.

**Action #6:** Martha Henderson made a motion to approve the transfer of funds to a money market account. Bobbie Jackson seconded the motion. Motion carried.

Mrs. Sparks informed the board that last year's budget included \$2000 for driveway maintenance that was unable to be completed in the 2018 year. She requested the \$2000 be placed in the 2019 budget.

**Action #7:** Bobbie Jackson made a motion to add \$2000 for driveway maintenance to 2019 budget. Edith Palmer seconded the motion. Motion carried.

Linda Curtis Sparks informed the board that the new Visitor Guides for 2019 have arrived.

**Action #8:** Martha Henderson made a motion to accept the March 2019 Director's Report which also included the following:

1. A 14 Pounder caught in March
2. Tournament Results for 2019
3. New Owners of Accommodations on Lake
4. Voluntary Agreements for Airbnb
5. Bassmaster Open Tournament Results
6. Bassmaster Classic Show to be worked by staff
7. Zwolle Museum update
8. No Man's Land Heritage Tourism Program and Events
9. Cultural District music for June
10. Orientation for Anne Boyens
11. Lafayette RV Show
12. Meetings for March & April
13. Days worked in DeSoto with Tourist Bureau
14. La. Life Magazine article
15. Upcoming Events
16. Upcoming Tournaments

17. Ads Placed this Period

Edith Palmer seconded the motion. Motion carried.

**Action #9:** Martha Henderson made a motion to adjourn. Bonnie Fox-Miles seconded the motion. Meeting adjourned.

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President, Geri Alford

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Date

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Witness

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Date