

Sabine Parish Tourist & Recreation Commission
1601 Texas Hwy.
Many, LA
MINUTES
February 14, 2023
12:00 pm

Board Members Present:	Board Members Absent:	Staff Present:	Public Present:
Bonnie Fox-Miles Edith Palmer Bobbie Jackson Hannah Savell	Lauren Moore Suzanne Williams Martha Henderson	Georgia Craven Krystal Sepulvado Kaitlyn Johnson	

Edith Palmer called the meeting of the Sabine Parish Tourist & Recreation Board to order.

Ms. Palmer led the prayer and pledge.

Action #1: Hannah Savell made a motion to approve the February 2023 agenda of the Sabine Parish Tourist & Recreation Commission board meeting. Bobbie Jackson seconded the motion. No discussion. Motion carried.

Action #2: Hannah Savell made a motion to approve the January 2023 minutes of the Sabine Parish Tourist & Recreation Commission board meeting. Bonnie Fox-Miles seconded the motion. No discussion. Motion carried.

Action #3: Hannah Savell made a motion to approve the January 2023 financials. Bobbie Jackson seconded the motion. No discussion. Motion carried.

Director Georgia Craven informed the board of updates to the policy and procedure manual.

Action #4: Bobbie Jackson made a motion to approve the updates to policy and procedure. Hannah Savell seconded the motion. No discussion. Motion carried.

Director Georgia Craven informed the board that it was time to kick off the annual audit. Ms. Craven recommended we use the same company that was used in 2022. Board members were asked to complete and return the Related Party Questionnaire. She informed them that the Louisiana Compliance Questionnaire had been duly completed as required by the audit engagement letter and requested Board approval to submit to the auditors.

Action #5: Bonnie Fox-Miles made a motion to adopt Louisiana Compliance Questionnaire and submit to TCBT. Bobbie Jackson seconded the motion. No discussion. Motion carried.

Ms. Craven updated the board on the upcoming July 4th festivities where the Tourist Commission will join with the Chamber of Commerce teams from Sabine parish and Sabine county.

Ms. Craven presented the 2022 Annual Report.

Ms. Craven presented her Director's Report.

Action #6: Hannah Savell made a motion to accept the Director's Report. Bobbie Jackson seconded the motion. No discussion. Motion carried.

Ms. Craven asked that the March board meeting be moved from the 14th to the 21st due to a conflict in schedule.

Action #7: Bonnie Fox-Miles made a motion to move the March board meeting from the 14th to the 21st. Bobbie Jackson seconded the motion. No discussion. Motion carried.

The next board meeting will be held March 21, 2023, at 12:00 noon.

Action #8: Hannah Savell made a motion to adjourn. Bobbie Jackson seconded the motion. No discussion. Motion carried.

Martha Henderson (VP) 3/21/23
Lauren Moore, President Date

George Crum 3/21/2023
Witness Date