**Sabine Parish Tourist Commission
MINUTES
Tuesday, June 11, 2019**

**12:00 pm**

|  |  |  |  |
| --- | --- | --- | --- |
| **Board Members Present:** | **Not Present:** | **Public Present:** | **Staff Present:** |
| Martha HendersonEdith PalmerGeri AlfordDaniel BennettBonnie Fox-Miles | Bobbie Jackson Kyle Martinez | Shanna GaspardEugene Fremaux | Linda Curtis-SparksWanda RiversAnne BoyensWhitney HartRylea Sepulvado |

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:** Bonnie Fox-Miles made a motion to approve the June 2019 agenda of the Sabine Parish Tourist Commission Board meeting. Edith Palmer seconded the motion. Motion carried.

**Action #2:** Martha Henderson made a motion to approve the May 2019 minutes. Bonnie Fox-Miles seconded the motion. Motion carried.

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

Linda Curtis-Sparks reported on future funding issues including House Bill 339 which did not pass.

Mrs. Sparks stated the Financial Policies & Procedures have been completed and Eugene Fremaux has reviewed.

Mr. Fremaux presented the 2018 audit report. He also stated that a non-check signer needed to be assigned to review and approve bank statement & reconciliation. Lastly, he covered the account rules covering the vacation time of the Director, stating that there should be a more defined policy on this topic. Board agreed to better define in director’s contract issue of unused vacation time and how much can accumulate.

**Action #4:** Edith Palmer made a motion to approve Daniel Bennet as the board oversight of monthly bank statement & reconciliation. Bonnie Fox-Miles seconded the motion. Motion carried.

Linda Sparks discussed the revised Policy & Procedures Manual.

**Action #5**: Edith Palmer made the motion to approve the Policy and Procedures Manual. Bonnie Fox-Miles Seconded the motion. Motion carried.

Linda Sparks discussed budgeting issues in regard to hosting one of five regional tournaments on Toledo Bend in 2020.

**Action #6:** Martha Henderson made a motion to accept the April 2019 Director’s Report which also included the following:

1. New Louisiana Tourism App
2. Videography and Photographs
3. Legislature Luncheon
4. Update – Zwolle Museum
5. What Went Under Reunion
6. Wildwood Resort Ownership
7. No Man’s Land Retreat
8. Assistant for Director
9. Lunkers
10. Upcoming Events

Daniel Bennett seconded the motion. Motion carried.

**Action #7:** Daniel Bennettmade a motion to adjourn. Bonnie Fox-Miles seconded the motion. Meeting adjourned.

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President, Geri Alford Date

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Witness Date