

**Sabine Parish Tourist & Recreation Commission**  
**1601 Texas Hwy.**  
**Many, LA**  
**MINUTES**  
**November 9, 2021**  
**12:00 pm**

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<b>Board Members Present:</b>	<b>Absent:</b>	<b>Staff Present:</b>	<b>Public Present:</b>
Lauren Moore Edith Palmer Martha Henderson Bobbie Jackson Bonnie Fox-Miles Hannah Savell Suzanne Williams		Linda Curtis-Sparks Wanda Rivers Marjorie Hogan	

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Lauren Moore, President called the meeting of the Sabine Parish Tourist & Recreation Board to order.

Lauren Moore led the prayer and pledge.

Lauren Moore made an amendment to the original agenda. Items 4 & 5 were removed and item 9 – Interview Committee report was added.

**Action #1:** Edith Palmer made a motion to approve the amended November 2021 agenda of the Sabine Parish Tourist & Recreation Commission board meeting with the above changes. Bobbie Jackson seconded the motion. No discussion. Motion carried.

There were no public comments made during this meeting.

Bonnie Fox-Miles noted a correction needed on October 12, 2021 minutes. Action 9 should read Bobbie Jackson, not Bonnie Jackson

**Action #2:** Suzanne Williams made a motion to approve the October 12, 2021 minutes with above correction. Hannah Savell seconded the motion. No discussion. Motion carried.

Staff advised adjustment made to October 2021 financials as STPRC received notice that the 2<sup>nd</sup> PPP loan was forgiven and SPTRC received the second reimbursement payment for the Historical grant.

**Action #3:** Edith Palmer made a motion to approve the October 2021 financials. Martha Henderson seconded the motion. No discussion. Motion carried.

Staff advised the board that the 2021 SPTRC budget was amended to reflect a decreased income and decreased expenses.

**Action #4:** Edith Palmer made a motion to approve the amended 2021 budget. Suzanne Williams seconded the motion. No discussion. Motion carried.

Staff presented the 2022 budget to the board. An effort was made to present a balanced budget.

**Action #5:** Edith Palmer made a motion to approve the 2022 budget. Suzanne Williams seconded the motion. No discussion. Motion carried.

SPTRC received a request from Darold Gleason to continue sponsorship for 2022.

**Action #6:** Suzanne Williams made a motion to approve 2022 sponsorship for Darold Gleason. Hannah Savell seconded the motion. No discussion. Motion carried.

**Action #7:** Suzanne Williams made a motion to approve the Assistant Director's report which included the following:

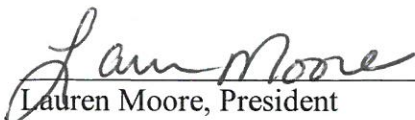
- a. Overnight room sales & occupancy tax
- b. Google Analytics
- c. Meetings, webinars & conference calls
- d. Upcoming Meetings
- e. Ads placed
- f. Upcoming Events

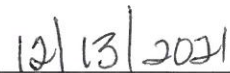
Martha Henderson seconded the motion. No discussion. Motion carried.

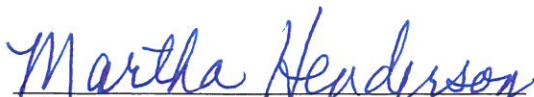
Suzanne Williams reported that the Sabine Parish Tourist & Recreation Commission advertised the job position locally, regionally, & nationally on a multitude of websites but focused on destination marketing organizations. The SPTRC received 124 inquires/resumes of which only fifteen submitted a completed application. The ad instructed applicants to submit a completed employment application along with their resume. The SPTRC interview committee went through all applications and narrowed down to ten applicants which were submitted to the interview consultants. The consultants, Jill Kidder, president of the Louisiana Travel Association, Kyle Edmiston, President & CEO of Visit Lake Charles, and Alana Cooper, President/CEO of Discover Monroe-West Monroe, reviewed and recommended the top five applicants to interview. The committee interviewed four applicants this morning. After interviews were completed, the Interview committee unanimously decided to offer the Executive Director position to Georgia Craven. Georgia Craven, who is a local resident, is a CPA, has excellent communication skills, immense financial knowledge, great advocacy skills. Her management skills were the best of the four applicants interviewed. All four interviews were really good, but Mrs. Craven rose to the top.

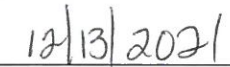
**Action #8:** Suzanne Williams made a motion to authorize the Executive Committee to offer Georgia Craven the Executive Director position and negotiate a contract with her for the position. Edith Palmer seconded the motion. No discussion. All in favor. Motion carried.

**Action #9:** Martha Henderson made a motion to adjourn. Hannah Savell seconded the motion. No discussion. Motion carried.

  
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Lauren Moore, President

  
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Date

  
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Witness

  
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Date