

Sabine Parish Tourist & Recreation Commission
1601 Texas Hwy.
Many, LA
MINUTES
March 8, 2022
12:00 pm

Board Members Present:

Lauren Moore
Edith Palmer
Martha Henderson
Bonnie Fox-Miles
Bobbie Jackson

Board Members Absent:

Suzanne Williams
Hannah Savell

Staff Present:

Georgia Craven
Marjorie Hogan

Public Present:

Prior to the meeting, Martha Henderson was sworn in for a 3-year term by Clerk of Court, Shelly Salter.

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

Ms. Moore led the prayer and pledge.

Georgia Craven requested an amendment to the agenda to add 2021 Fiscal Year audit as Item F under New Business.

Action #1: Edith Palmer made a motion to approve the March 2022 agenda of the Sabine Parish Tourist & Recreation Commission board meeting with the addition of Item F under New Business. Bobbie Jackson seconded the motion. No discussion. Motion carried.

There were no public comments made during this meeting.

Action #2: Bonnie Fox-Miles made a motion to approve the February 2022 minutes of the Sabine Parish Tourist & Recreation Commission board meeting. Martha Henderson seconded the motion. No discussion. Motion carried.

Action #3: Edith Palmer made a motion to approve the February 2022 financials. Martha Henderson seconded the motion. No discussion. Motion carried.

All board members present were given a copy of the Financial Disclosure Statement. The Ethics Board requires that this document be completed yearly. Mrs. Craven advised board members that completed FDS are due to the Ethics Board by May 15, 2022.

Mrs. Craven also advised that all board members are required to take Ethics Training each year. She requested that board member complete 2022 Ethics Training by September 30, 2022.

Mrs. Craven requested that the board consider selling the 2008 vehicle owned by STPC due to its age, cost of maintaining and insuring the vehicle and lack of use. She presented the yearly cost of maintaining & insuring the vehicle versus the value of the vehicle. She also asked the board to consider selling excess office furniture as opposed to putting in storage.

Action #4: Edith Palmer made a motion that SPTRC moves forward with the process to sell the vehicle and excess office furniture. Bonnie Fox-Miles seconded the motion. No discussion. Motion carried.

Staff discussed estimates received for potential office improvements which included painting interior & front door, installing wall to enclose office space and replacing carpet in conference room. Ms. Craven said some of the cost for improvements could be offset by the sale of the vehicle and excess furniture. Due to the cost of estimates, approval was requested to paint the front door, replace carpet in conference room and install wall this year. Other improvements will be budgeted for next year.

Action #5: Edith Palmer made a motion to approve office improvements to include painting front exterior door, replace carpet in conference room and install glass wall in front office. Bobbie Jackson seconded the motion. No discussion. Motion carried.

Mrs. Craven advised the board that 2021 audit is underway. The auditing firm requested that all board members sign a Related Party Questionnaire. A copy of the questionnaire was presented to each board member present. The audit firm requested that board members sign questionnaires & return as soon as possible.

Georgia Craven advised that overnight room sales for January 2022 increased 78% over January 2021. She also gave an update on the search for open positions. Both positions have been advertised on SPTRC website, social media, local & regional news media, job search sites, tourism networks, and local college & technical school sites. The deadline for applications was extended to March 15th. Mrs. Craven has been going thru resumes and applications so she can begin interviewing potential candidates this week. She also thanked board members, Edith Palmer, Martha Henderson and Bonnie Fox-Miles for their help with Fort Jesup's Bicentennial Celebration.

Action #6: Bonnie Fox-Miles made a motion to approve the Director's report, which included the following:

- a. Overnight room sales & occupancy tax
- b. Google Analytics
- c. Q2 2022 Major Events & Initiatives
- d. Upcoming Meetings
- e. Ads placed January 2022
- f. Update on Talent Search
- g. Recognition

Bobbie Jackson seconded the motion. Motion carried.

Lauren Moore announced that the next SPTRC board meeting would be April 19th at 12:00 pm. The meeting will be held on the 3rd Tuesday as Mrs. Craven will be at LTA Academy Training.

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

Martha Henderson

4/19/22
Date

Bonnie Fox Miles
Witness

4/19/22
Date