



**Minutes of the Ascension Parish Tourism Commission  
Regular Board Meeting  
At Home 2 Suites Gonzales and via ZOOM  
August 11, 2020**

**Agenda Item #1 - Call to Order/Pledge/Roll Call**

Meeting called to order by Chairman, Craig Walling

Present: Al Schof, Craig Walling, and Karen Hatcher

Present thru ZOOM: Mike Bonfanti Jeanne St. Germain and Michael Calabro

Absent: Gasper Chifichi, and Rae Milano

Also Present: Tracy Browning

**Agenda Item #2 Public Sign in Period**

**No Sign-In's**

**Agenda Item #3 Approval Agenda**

A motion was made to approve the agenda.

**Motion** by Al Schof

**Second** by Karen Hatcher

**(0) NAYS**

**Motion passed**

**Agenda Item #4 Approval of Regular Board Meeting Minutes**

The minutes from the Regular Board Meeting on July 14, 2020 were reviewed by the Board and a motion was made to approve the minutes.

**Motion** by Al Schof

**Second** by Karen Hatcher

**(0) NAYS**

**Motion passed**

**Agenda Item # 5 Treasurer's Report**

The Treasurer reviewed the current Financial Statements including the Profit & Loss Budget vs. Actual and Balance Sheet with the Board. A motion was made to approve the current 2020 Financials. The Executive Director gave an update on occupancy tax and the deferrals.

**Motion** by Karen Hatcher

**Second** by Al Schof

**(0) NAYS**

**Motion passed**

**Agenda Item # 6 Signage Project**

The Executive Director reviewed the revised signage project now consisting of six signs around the exterior of the property and a new main sign in the front of the building in conjunction with the new brand. The Executive Director reported that an RFP is available on the website for anyone to submit proposals. After discussion, a motion was made to approve up to \$45,000 for the project and to move ahead with Interpretive Directions, LLC for the creative and Southern Custom Exhibits if no other proposals are obtained.

**Motion** by Al Schof

**Second** by Karen Hatcher

**(0) NAYS**

**Motion passed**



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**Agenda Item # 7 APTC Employee Handbook Updates**

The Chairman reviewed the updates to the Employee Handbook with Equal Employment Opportunity and Sexual and Emergency Operations Plan reviewed by the Personnel Committee. A motion was made to approve the Employee Handbook updates as presented.

**Motion** by Karen Hatcher

**Second** by Mike Bonfanti

**(0) NAYS**

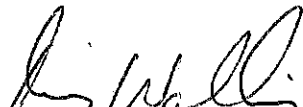
**Motion passed**

**Agenda Item # 8 Executive Director's Report**

The Executive Director submitted a monthly report to the Board and reported that the Chairman and Executive Director approved a transfer of \$40,000 from the Regions money market account to the Regions checking account. The Executive Director gave an update on the utility poles with Entergy and discussed the brand launch.

**Agenda Item #9 Board Chairman's Comments**

The Chairman reviewed the information provided from AEDC on the fair market value for the assets of the dry erase board at \$301 and twelve conference room chairs at \$2096. After discussion, the Board requested the Executive Director to send an offer letter to AEDC for the purchase of the dry erase board for \$250 and twelve conference room chairs for \$1800. The Chairman also reviewed a letter from AEDC requesting an expected date for the \$9000 reimbursement for the parking lot project. The Chairman replied to AEDC that it will be expedited.

  
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Craig Walling, Chairman

Date 9-8-20

  
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Michael Bonfanti, Secretary/Treasurer

Date 9-8-20