



**REGULAR BOARD MEETING of the  
Ascension Parish Tourism Commission at  
Home 2 Suites 2708 W. Outfitters Drive  
Tuesday, January 12, 2021 2:00 PM**

**AGENDA**

1. Call to Order/Pledge/Prayer/Roll Call
2. Public Comment Sign-In Period
3. Approval of Agenda (Vote)
4. Approval of Regular Board Meeting Minutes from 12-9-20 (Vote)
5. Approval of Treasurer's Report (Vote)
6. Transfer of Funds (Vote)
7. Approve Resolution for Louisiana Office of Tourism Sunshine Grant Program – Phase 2 (Vote)
8. Military Reunion Discussion
9. Employee Handbook Discussion
10. Board Chairman's Comments
11. Executive Director's Report

Next Regular Board meeting: **February 9, 2021 at 2:00 pm**

*The mission of Ascension Parish Tourism Commission is to enhance and develop tourism in Ascension Parish.*

**Minutes of the Ascension Parish Tourism Commission**  
**Regular Board Meeting**  
**At Home 2 Suites Gonzales, LA**  
**January 12, 2021**



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

Meeting called to order by Chairman, Craig Walling

Present: Rae Milano, Al Schof, Craig Walling, Jeanne St. Germain, Mike Bonfanti, Gasper Chifici, and Karen Hatcher

Also Present: Tracy Browning and Michael Calabro

Absent: None

**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 Karen Hatcher

**Second** by Jeanne St. Germain

**(0) NAYS**

**Motion passed**

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

The minutes from the Regular Board Meeting on December 9, 2020 were reviewed by the Board and a motion was made to approve the minutes.

**Motion** by Gasper Chifici

**Second** by Al Schof

**(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 2020 and current 2021 Financials.

**Motion** by Al Schof

**Second** by Karen Hatcher

**(0) NAYS**

**Motion passed**

**Agenda Item #6 Transfer of Funds**

The Treasurer reviewed the Balance Sheet and a motion was made to approve the transfer of \$50,000 from the Regions Checking account to the Regions Money Market account effective immediately.

**Motion** by Karen Hatcher

**Second** by Al Schof

**(0) NAYS**

**Motion passed**

**Agenda Item #7 Approve Resolution for Louisiana Office of Tourism Sunshine Grant Program – Phase 2**

A motion was made to authorize Tracy Browning, Executive Director to sign on behalf of Ascension Parish Tourism Commission and by her signature, enter into any and all contractual obligations on behalf of the Ascension Parish

# Minutes of the Ascension Parish Tourism Commission

## Regular Board Meeting

At Home 2 Suites Gonzales, LA

January 12, 2021



Tourism Commission.

**Motion** by Mike Bonfanti

**Second** by Gasper Chifici

**(0) NAYS**

**Motion passed**

### Agenda Item #8 Military Reunion Discussion

Karen Hatcher shared some comments from a gentleman at the Brand launch event that inquired about us promoting Ascension for Military Reunions. The Executive Director reported that there is an ad scheduled to go into a Reunions Workbook that will cover military, family and any other type reunion that promotes Ascension Parish.

### Agenda Item #9 Employee Handbook Discussion

The Chairman reported that it has been a while since the Employee Handbook has been updated. Michael Calabro also remarked that he received the handbook from the Executive Director and would like to review. The Board requested the Executive Director to reach to other CVBs for sample handbooks. The Personnel Committee will review in a committee meeting once materials are collected and a meeting is warranted.

### Agenda Item #10 Board Chairman's Comments

The Chairman reminded those Board members who have not completed the strategic plan survey to do so ASAP.

### Agenda Item # 11 Executive Director's Report

The Executive Director submitted a monthly report to the Board.

### Adjourn:

**Motion** by Karen Hatcher

**Second** by Jeanne St. Germain

**(0) NAYS**

**Motion passed**

\_\_\_\_\_  
Craig Walling, Chairman

\_\_\_\_\_  
Michael Bonfanti, Secretary/Treasurer

Date \_\_\_\_\_

Date \_\_\_\_\_