



**MINUTES – BOARD MEETING
DESOTO PARISH TOURIST BUREAU**

115 N. Washington Street

Mansfield, LA

APRIL 9, 2019

2:00 – 4:00 PM

- I. **WELCOME & CALL TO ORDER, PLEDGE & PRAYER:** President, Margaret Dickerson, pledge, and Jean Williams, prayer.
- II. **BOARD MEMBERS:** Margaret Dickerson, Mary Mac Thompson, Donna Cagle, Charlotte Miller, Pam Rodgers, Shirley Payne, Jean Williams.
- III. **GUESTS ATTENDING:** Linda Curtis-Sparks, Deborah D. Dees, Kathi Wells, Hunter Mannies, Debbie Amox.
- IV. **AMENDMENT AND APPROVAL OF AGENDA:** Linda Curtis-Sparks requested an agenda item be added under VIII. New Business, Item 6A to Approve contract with Haynie and Associates for legislative and educational purposes. Charlotte Miller made a motion to approve; 2nd by Shirley Payne. Motion passed. Approval of agenda passed unanimously by voice vote.
- V. **PUBLIC COMMENT PERIOD:** Kathi Wells, new director of the River City Fest, accompanied by Hunter Mannies and Debbie Amox expressed their concerns with funding issues for upcoming festivals.
- VI. **APPROVAL OF MINUTES** – March 2019 – Motion to approve made by Pam Rodgers; 2nd by Donna Cagle. Motion passed.
- VII. **APPROVAL OF FINANCIALS** – March 2019 – Motion to approve made by Mary Mac Thompson; 2nd by Pam Rodgers. Motion passed, no discussion.
- VIII. **OLD BUSINESS:**
 1. Linda Curtis-Sparks: Discussion of DeSoto Parish Tourist Bureau By-Laws. Approve in May.
 2. Linda Curtis-Sparks: Discussion of DeSoto Parish Tourist Bureau Financial Procedures and Internal Control Policies. Approve in May.
 3. Linda Curtis-Sparks: Approve Updated DeSoto Parish Tourist Bureau Marketing Plan. Motion to approve made by Shirley Payne; 2nd by Pam Rodgers. Motion passed.
 4. Linda Curtis-Sparks: Approve Cooperative Endeavor between Sabine and DeSoto including travel for Director and Festival Packet as example with permission for Executive Director to sign grant application. Motion to approve made by Charlotte Miller; 2nd by Donna Cagle. Motion passed.
 5. Linda Curtis-Sparks: Update on Lunker Art Fish with rules and example of contract for \$1000 payment to selected artist.

IX. NEW BUSINESS:

1. Linda Curtis-Sparks: Discussion of spending authority on budget with copy of minutes. Motion made by Mary Mac Thompson; 2nd by Charlotte Miller. Motion approved.
2. Linda Curtis-Sparks: Approve monthly phone allowance for Director's cell phone for work and social media purposes for \$60.00 each month. Motion made by Pam Rodgers; 2nd by Shirley Payne. Motion approved.
3. Linda Curtis-Sparks: Approval for Director to proceed with credit card application with letter to Progressive National Bank for credit limit of \$6,000.00 to be signed by Margaret Dickerson and Pam Rodgers. Motion made by Charlotte Miller; 2nd by Mary Mac Thompson. Motion approved.
4. Linda Curtis-Sparks: 4a. Introduced CPA Deborah D. Dees who is performing 2018 Audit. Discussion regarding Letter of Engagement for Audit or Review. After consideration, motion was made to accept Letter of Engagement for Review. Motion made by Charlotte Miller; 2nd by Pam Rodgers. 4b. Compliance Letter will be delivered by Deborah Dees.
5. Linda Curtis-Sparks: Report on Management included powerpoint with Search Engine Marketing results from previous month. Discussion about potential Enterprise Funds shared between DeSoto Parish Tourist Bureau (50%); DeSoto Parish Chamber of Commerce (35%); and Logansport Chamber of Commerce (15%). A motion was made to hire Haynie and Associates to represent the DeSoto Parish Tourist Bureau for legislative and educational purposes. Motion made by Mary Mac Thompson; 2nd by Pam Rodgers. Motion approved. President Margaret Dickerson appointed committee to strategize effective plan to include Mary Mac Thompson, Charlotte Miller, and Donna Cagle, with a committee meeting to be held on Tuesday, April 16, 2019 at 2:00 pm.
6. Other items discussed. New brochures were handed out to Board members to be displayed.
7. Meeting adjourned.