WEST CAMERON
PORT COMMISSION
110 Smith Circle
P. O. Box 1271
Cameron, LA 70631

Clifton Cabell, President
Jimmy Brown, Vice- President
Wendell Wilkerson-Secretary
Dwight Savoie-Treasurer

Board Members
Ricky Poole
Howard Romero
Ernest Carol Trahan
Timothy Dupont
Ruben Doxey

PROCEEDINGS

WEST CAMERON PORT HARBOR & TERMINAL DISTRICT

September 25, 2012

The West Cameron Port Harbor & Terminal District met in regular session on Tuesday, September 25, 2012 at the West Annex/Cameron Parish Police Jury Office, Cameron, Louisiana at 6:00 o'clock PM.

Present: Cliff Cabell, Wendell Wilkerson, Howard Romero, Ricky Poole, Jimmy Brown, Ernest Carol Trahan, Timothy Dupont, Dwight Savoie, Ruben Doxey

Absent: None

Guest: Bryon Richard

Parish Agencies: Tunie Dunaway, Cameron Parish Police Jury, Stephen Broussard. Port Director

The meeting was called to order by Chairman Cliff Cabell.

Wendell Wilkerson led the Pledge of Allegiance and Jimmy Brown gave the invocation.

On the motion of Mr. Romero, seconded by Mr. Savoie and carried the board approved the August 28, 2012 regular meeting minutes.

On the motion of Mr. Romero seconded by Mr. Wilkerson and carried the board approved the Treasurer's Report.

On the motion of Mr. Savoie, seconded by Mr. Brown and carried the board approved payment of the following bills: Cameron Telephone- $81.24-September, 2012, phone bill, Cornellia B. Dunaway- -$100.00-September, 2012, Travel Expense, Haynie & Associates-$2500.00- October, 2012, Professional fees, Stephen Broussard-$6666.67-Salary, Stephen Broussard-$306.06, fuel, Cameron Parish Clerk of Court-$37.50,-filing fees, Creative Concepts-$59.00, business cards, LIDEA-$150.00-Membership dues, LIDEA-$195-Registration fees, French American Chamber of Commerce-$200-Corporate Membership..

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The port board reviewed the following correspondences: (1) Gulf Seafood and Tourism Promotional Fund Proposal from the Graham Group; (2) A memorandum from Computer Operations Center regarding government contracts; (3) Memorandum of Understanding from the Graham for the Gulf Seafood and Tourism Promotion Fund Proposal, and (4) a newsletter from the SWLA Alliance.

Mr. Stephen Broussard, Port Director gave a general report on his attendance of the Cameron Parish Police Jury Meeting, Cameron Fisheries Meeting, Lake Charles, Pilots, Tax Assessor, SWLA Alliance, LED Secretary Stephen Moret, T. Baker Smith, Tourist Commission, David Harter, commercial property landowners, and prospect site visit. Mr. Broussard also discussed with the board a Gulf Seafood and Tourism Promotional Fund Proposal by the Graham Group and the Memorandum of Understanding. Mr. Broussard informed the board that he would attend the Lake Charles Port meetings.

On the motion of Mr. Savoie, seconded by Mr. Romero and carried the board agreed to give the president authority to sign the Memorandum of Understanding with Graham Group to apply for grant funding from Gulf Seafood and Tourism Promotional Fund Proposal. "Exhibit A"

On the motion of Mr. Romero, seconded by Mr. Brown and carried the board agreed to pay LIDEA membership dues and pay expenses for Mr. Broussard to attend the LIDEA 2012 Annual Convention being held October 24-25, 2012 at the Monroe Civic Center, Monroe, Louisiana.

On the motion of Mr. Romero, seconded by Mr. Brown and carried the board agreed to a Corporate Membership with the French-American Chamber of Commerce at a cost of $200.00.

On the motion of Mr. Romero, seconded by Mr. Brown and carried the board approved Mr. Wilkerson signing a letter to Iberia Bank for Mr. Stephen Broussard to secure a credit card for the West Cameron Port Commission with the same rules and regulations that the Cameron Parish Police Jury abide by.

Mr. Savoie reported on survey proposal from David Minton for the Calcasieu River Loop, a company, (E & I Petroleum) which is interested in Cameron Parish for business and Mr. Willie Smith who requested photos of docks and the Port of Cameron to present to his company.

Mr. Wilkerson reported that Amerada Hess would be leaving Cameron on September 30, 2012, but Tarmark EPS was taking over the dock space.

The next regular meeting will be scheduled for October 30, 2012, 6:00 P.M. at the Grand Lake Parish Barn, Grand Lake, Louisiana.

There being no further business and upon motion of Mr. Wilkerson, seconded by Mr. Romero and carried, the meeting was declared adjourned.

APPROVED:

Cliff Cabell

Cliff Cabell, Chairman
WEST CAMERON PORT HARBOR & TERMINAL DIST.

ATTEST:

Wendell Wilkerson

Wendell Wilkerson, Secretary

"Exhibit A"

Memorandum of Understanding

This Memorandum of Understanding between West Cameron Port (Client) and The Graham Group, Inc. is effective September ___, 2012 and represents a commitment to collaborate to develop an advertising, promotional and/or marketing project proposal to be submitted for grant award consideration by the Gulf Tourism and Seafood Promotional Fund due October 5, 2012.

Roles and Responsibilities

Graham Group will write a grant proposal inclusive of all elements of a description of the content of the project/projects as well as a project narrative, project budget and information/documentation of Client financial stability. As per application requirements, Client will provide information and documentation outlining their financial stability such as past grant awards received, financial statements, annual reports and/or other relevant materials. The proposal will be creatively designed by Graham Group to be both attractive and substantive to include creative layouts, photography and other visuals, media plans, timelines, flowcharts, website/interactive plans, social media strategies, search engine marketing plans and research as deemed necessary for inclusion in the proposal.

Graham Group will timely collaborate with Client for access to documentation to detail specifics of projects that are pertinent to this grant proposal. Graham Group will draft a description of the organization's history and mission as well as select visuals and content as needed for the proposal. Graham Group has access to a wealth of stock-photography, media research and rates, online database information etc. however if any out-of-pocket expenditures for third party photography or resources need to be obtained these costs will be at the expense of Client with prior approval. Cost of final printing, binding and mailing of document will be at the expense of Graham Group. Before final proposal is printed for submission, Graham Group will deliver for review, edits, approval and signature.

Graham Group will complete this proposal at no upfront cost to Client. However should the Client be successful in obtaining funding from this grant proposal, Client agrees to engage Graham Group to implement **all** projects being funded by this grant inclusive of production of creative, printing as well as placement of media. Compensation of these services will be as outlined in the grant proposal to the Gulf Tourism and Seafood Promotional Fund.

We, the undersigned have read and agree with this MOU and approve Graham Group proceeding with the proposed grant proposal for Client to Gulf Tourism and Seafood Promotion Fund.

BY Cliff Cabell

Print Name Cliff Cabell
West Cameron Port

DATE 9-25-12

BY _____

Wynne Waltman
The Graham Group, Inc.

DATE: _____