**Creole Nature Trail All-American Road**

**District Board of Commissioners Meeting**

**Thursday, December 13, 2018, 5:30 pm**

**Southwest Louisiana Convention & Visitors Bureau**

**In attendance were the District Commissioners as follows:**

Sammie Faulk, Chairman

Paul Guillory, Vice Chair

Shelley Johnson, Secretary/Treasurer

Annette Richey

Monte Hurley

Carolyn Miller

Jimmy Brown

Don Duberville

**Absent:** Wendy Harrington

Also present were Anne Klenke, Tourism Director and Cindy Johnson, Special Projects Manager with the Southwest Louisiana Convention & Visitors Bureau and Diane Borden-Billiot, Outreach Coordinator for the Sabine National Wildlife Refuge Complex.

**Action #1 Call to Order**

Chairman, Sammie Faulk, called the meeting to order.

**Action #2 –** **Introductions and Welcome Guests**

Mr. Faulk welcomed everyone to the meeting.

**Action #3 Discuss and Approve Minutes from the May 10, 2018 Meeting**

Monte Hurley **moved to approve the minutes from the May 10, 2018 meeting.** Annette Richey seconded the motion. The motion carried.

Mr. Faulk advised that the minutes were mailed to the board for their review. He asked if there were any questions or corrections.

**Action #4 Approval of the Agenda for the December 13, 2018 Meeting & Public Comments**

Annette Richey **moved to approve the agenda for the May 10, 2018 meeting.** Monte Hurley seconded the motion. The motion carried.

**Action #5 Discuss and Approve the April, May, June, July, August, September, October and November Financial Statements**

Shelley Johnson **moved to approve the April, May, June, July, August, September, October and November Financial Statements as presented.** Paul Guillory **s**econded the motion. The motion carried.

Mr. Faulk asked Ms. Johnson to review the April, May, June, July, August, September, October and November financial statements. Shelley discussed the balance sheets and noted that the combined totals of Liabilities and Net Assets for the month of April was $297,265.84; May was $297,705.45; June was $297,560.32; July was $298,032.83; August was $298,507.15; September was $298,975.49; October was $299,491.15 and November was $300,168.95. Under Operating Fund Revenues and Expenses for the month of November we should be at % of the budget. Shelley noted that we received $522.72 in revenue and expended ($155.08) in the month of November which brings it to 1.82% of the budget year to date.

**Action #6 Discuss and Approve Final Year-end Amendments to the 2018 Budget**

Shelley Johnson **moved to approve the amendments to the 2018 final year-end budget as presented.** Annette Richey seconded the motion. The motion carried.

Ms. Johnson advised the district that on pages 20-21 were the proposed amendments to the 2018 year-end budget for the year ended December 31, 2018.

**Action #7 Discuss and Approve the 2019 Budget**

Shelley Johnson **moved to approve the proposed budget for the year 2019 as presented.** Monte Hurley seconded. The motion carried.

Ms. Johnson advised that the proposed budget for the year 2019 is on page 22. She asked if there were any questions.

**Action #8 Discuss and Approve Audit Process for 2018 as Revenues were Below $75,000**

Annette Richey **moved to approve the Affidavit of Revenue Certification for the year ending December 31, 2018.** Carolyn Miller seconded the motion. The motion carried.

Ms. Johnson advised the board that due to revenues being below $75,000 we are required to submit an Affidavit of Revenue Certification form for the annual financial statements for the district for the year ending December 31, 2018.

**Action #9 Update on Status of Federal Land Access Program Grant for Pintail Wildlife Drive**

Anne Klenke advised that the grant has been approved and we are working with the US Fish & Wildlife to move forward. She stated that after the first of the year we should be able to move forward with the reaggregate and drainage on the southeast corner of the Pintail Wildlife Drive.

**Action #10 Marketing and Media Report - SWLACVB**

Anne Klenke advised that on pages 23-25 there were 5 travel media inquiries; 7 FAM tours and trade shows worked; 27 media contacts were made by the staff; 2 press releases were sent and 2 media interviews were arranged; and there were 2 film inquiries; at the bottom of page 25 there were 289 brochure requests this quarter from TourLouisiana.com in addition to 203 downloads of our online brochure. As you can see on 26 social media is continuing to grow and doing extremely well for us. Shelley asked everyone to please let us know about any upcoming events so we can promote them on social media.

**Action #11 Calcasieu/Cameron Visitor Count Report**

Ms. Johnson advised that pages 34-37 contains the visitors count for Calcasieu and Cameron Parishes. The November total visitors at the Southwest Louisiana Convention & Visitors Bureau was 2,555. Creole Nature Trail Adventure Point had a monthly total of 628. Sabine National Wildlife Refuge Recreation Area had a monthly total of none reported. Cameron Prairie National Wildlife Refuge Visitor Center had a monthly total of none reported and the Wildlife Drive had a monthly total of none reported. Lacassine National Wildlife Refuge had a monthly total of none reported. Brimstone Museum/Henning House had a monthly total of 1,170. The DeQuincy Railroad Museum had a monthly total of 474 and the I-10 Eastbound State Information Center has been closed since July 5, 2015 for reconstruction and is not anticipated to open until sometime in the spring of 2019.

**Action #12 Cameron Parish Update**

Anne advised that we are looking to secure additional Creole Nature Trail tour guides so if the district knows of anyone interested to please give the contact information to her and Cindy, so we can contact them.

**Action #13 New Business**

Paul Guillory **moved to approve Shelley Johnson as vice chair and Carolyn Miller as secretary/treasurer**. Annette Richey seconded the motion. The motion carried.

Sammie Faulk advised that he has been honored to serve with a group of dedicated people who deeply care about the natural wonders that Southwest Louisiana has to offer. As a community volunteer he has enjoyed working on the development of the All-American Road however, at this time he would like to announce his resignation from the district’s board of commissioners effective December 31, 2018. His resignation letter is on page 38. Monte Hurley advised that according to the Robert’s Rules of Order the vice chair automatically moves to the position of chairman and we will need to elect a new vice chair. Paul Guillory assumed the role of chairman and called for a vote for a vice chair. Shelley Johnson advised that she would be willing to move up to vice chair and asked for a volunteer to take the position of secretary/treasurer. Carolyn Miller advised that she would be willing to step in to the position of secretary/treasurer.

**Action #14 Old Business**

Monte Hurley **moved to name Brown’s Grocery as Business of the Year**. Annette Richey seconded the motion. The motion carried.

Shelley Johnson asked the district to turn to page 39-43 for the announcement of the upcoming Port Wonder project. Shelley advised that there is also an Act on page 48-49 to reenact the Byways Program. She also congratulated the Brown Family for 40 years of outstanding service to the community and advised we should name Brown’s Grocery business of the year. Shelley asked that Cindy handle getting a plaque.

**Action #15 Adjourn**

Shelley Johnson **moved to adjourn the meeting**. Monte Hurley seconded the motion. The motion carried.

There being no additional business, the meeting was adjourned.

Paul Guillory, Chairman Carolyn Miller, Secretary Treasurer