**Creole Nature Trail All-American Road**

**District Board of Commissioners Meeting**

**Thursday, May 4, 2023, 2:00 p.m.**

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

Shelley Johnson, chair

Paul Guillory, vice-chair

Wendy Harrington

Geralyn Myers

Carolyn Miller

Sam Wilkinson

**Absent:** Seth Woods, Annette Richey, Jimmy Brown

Also present was Anne Klenke, Vice President – Destination Development/Community Engagement and Heather Savoie, Sr. Vice President of Finance with Visit Lake Charles.

**Action #1 Call to Order**

Chair, Shelley Johnson, called the meeting to order at 2:00 p.m.

**Action #2 Introductions and Welcome Guests**

Shelley Johnson welcomed everyone to the meeting.

**Action #3 Discuss and Approve Minutes from the February 23, 2023 Meeting**

Sam Wilkinson **moved to approve the minutes from the February 23, 2023 meeting.** Wendy Harrington seconded the motion. The motion carried.

Shelley Johnson advised that the minutes of the previous meeting were emailed to the board for their review. She asked if there were any questions or corrections.

**Action #4 Approval of the Agenda for May 4, 2023, Meeting & Public Comments**

Wendy Harrington **moved to approve the agenda for the May 4, 2023 meeting.** Paul Guillory seconded the motion. The motion carried.

**Action #5 Discuss & Approve the February and March 2023 Financial Statements**

Wendy Harrington **moved to approve the February and March 2023 Financial Statements as presented.** Carolyn Miller seconded the motion. The motion carried.

Shelley Johnson asked Heather Savoie to review the February and March 2023 financial statements. Heather advised that we expended $1918.83 in February for cleaning/updating the alligator interpretive kiosks. In March, $8,095 was expended for cleaning/updating the alligator interpretive kiosks. We received $775.77 in February from interest and $12,500.00 which was the second half of the CVB grant for 2023. $879.03 was received in March from interest.

**Action #6 Update on Alligator Kiosks**

Anne Klenke advised that all seven alligator kiosks have been cleaned, repainted and the missing interpretive panels have been replaced.

**Action #7 Individual Training Timeframe for Mandatory Ethics Training for 2023 (LA RS 42:1077A)**

Anne Klenke advised the District that under LA RS 42:1077A, all board members of boards and commissions must complete one hour of ethics training each calendar year. All training must be done online. Anne reminded the District that they needed to have their training completed before December 31, 2023 and asked that they send her a copy of their certificate of completion for our files.

**Action #8 Discuss the Tier 2.1 Financial Disclosure Report due to the Louisiana Board of Ethics by May 17, 2023.**

Anne Klenke advised the District of the reporting deadline. She reminded the District that the failure to submit your report by the deadline could result in some substantial fines. Anne Klenke asked that district members advise her of their completion of this reporting upon doing so.

**Action #9 SWLANWR & Cameron Parish Updates**

Anne Klenke advised that we received notification that our Public Restrooms at Holly Beach on the Creole Nature Trail grant was approved by the FHWA scenic byways program. Anne noted that this was the only grant funded in Louisiana.

**Action #10 New/Other Business**

None

**Action #11 Adjourn**

Sam Wilkinson **moved to adjourn the meeting**. Paul Guillory seconded the motion. The motion carried.

There being no additional business, the meeting adjourned at 2:43 p.m.

Signature of one member of the executive committee required for approval:

Shelley Johnson, Chairman Paul Guillory, Vice-Chair

Carolyn Miller, Secretary/Treasurer