**Creole Nature Trail All-American Road**

**District Board of Commissioners Meeting**

**Thursday, December 17, 2020, at 2:00 p.m. Teleconference**

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

Shelley Johnson, chair

Jimmy Brown

Don Duberville

Sam Wilkinson

Annette Richey

**Absent:** Paul Guillory, Carolyn Miller, Wendy Harrington, Paula Chesson

Also present were Cindy Johnson, Special Projects Manager and, Heather Savoie, Accounting/HR Director with the Southwest Louisiana Convention & Visitors Bureau.

**Action #1 Call to Order**

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

**Action #2 Introductions and Welcome Guests**

Ms. Johnson welcomed everyone to the meeting.

**Action #3 Approval of the Agenda for the December 17, 2020, Meeting & Public Comments**

Annette Richey **moved to approve the agenda for the December 17, 2020 meeting.** Sam Wilkinson seconded the motion. The motion carried.

**Action #4 Discuss and Approve Minutes from the June 25, 2020 Meeting**

Annette Richey **moved to approve the minutes from the June 25, 2020 meeting.** Don Duberville seconded the motion. The motion carried.

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

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

Don Duberville **moved to approve the June, July, August, September, October, and November Financial Statements as presented.** Sam Wilkinson **s**econded the motion. The motion carried.

Ms. Johnson asked Ms. Savoie to review the June, July, August, September, October, and November financial statements. Heather advised that on pages 6-10 are the balance sheets and noted that the combined totals of Liabilities and Net Assets for June was $291,944.79; July was $234,197.21; August was $234,191.54; September was $234,212.34; October was $231,718.22, and November was $231,736.07. Under Operating Fund Revenues and Expenses for November, we should be at 91.60% of the budget. Heather noted that we received $17.85 in revenue and expended $0.00 in November, which brings us to 97.34% of the budget year to date in revenue and 107.24% in expenditures.

**Action #6 Discuss and Approve Final Year-End Amendments to the 2020 Budget**

Annette Richey **moved to approve the final year-end amendments to the 2020 budget, as presented**. Jimmy Brown seconded. The motion carried.

Ms. Savoie advised that on pages 11-12 are the proposed final year-end amendments to the 2020 budget to account for the reduction in interest rates and reduced expenditures in advertising and travel caused by COVID-19.

**Action #7 Discuss and Approve Proposed 2021 Budget**

Annette Richey **moved to approve the proposed 2021 budget as presented.** Jimmy Brown seconded. The motion carried

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Heather Savoie advised that on pages 13-18 is the proposed 2021 budget. She stated that we are proposing to receive $25,240.00 in revenue and pay $35,240.00 in marketing, tradeshows/travel, memberships, and miscellaneous expenditures.

**Action #8 Discuss Sworn Financial Statement for the year ended December 31, 2020**

Heather Savoie advised the district that because our revenues were below $75,000.00 for the year ended December 31, 2020, we only have to have a sworn financial statement versus an audit. She advised that she would prepare the sworn financial statement and present it to the district at the first quarter meeting in 2021 for approval and signature.

**Action #9 Post Hurricane Laura and Delta Update on the Trail**

Cindy Johnson advised the district that we have been unable to drive the trail for assessment. On pages 19-21 is an update from Diane Borden-Billiot, reporting that Lacassine National Wildlife Refuge is open with all fall/winter activities available as usual. Sabine and Cameron Prairie National Wildlife Refuges sustained widespread damage and both refuges are still without power. Pintail Wildlife Drive and bank fishing road at Cameron Prairie National Wildlife Refuge have re-opened just in time for the holidays. However, the half-mile boardwalk at the Pintail Wildlife Drive is unsafe to open at this time and remains closed until repairs are completed.

**Action #10 Approval of the Proposed 2021 Meeting Dates**

Don Duberville **moved to approve the Proposed 2021 Meeting Dates as presented**. Annette Richey seconded. The motion carried.

Shelley Johnson advised that on page 22 are the proposed district meeting dates for 2021 and asked for a motion to approve the proposed March 25, June 24, September 16, and December 9, 2021 dates.

**Action #11 Discuss and Approve a Resolution Honoring the Contributions of Marion “Butch” Fox to the Creole Nature Trail All-American Road and Southwest Louisiana Tourism**

Annette Richey **moved to approve a resolution honoring the contributions of Marion “Butch” Fox to the Creole Nature Trail All-American Road and Southwest Louisiana Tourism**. Sam Wilkinson seconded. The motion carried.

Shelley Johnson advised that on page 23 was a resolution honoring Marion “Butch” Fox, who passed away on December 6, 2020. Marion promoted the quality of life, culture, and tourism in Southwest Louisiana through her public service. She was instrumental in expanding the byway experience through legislation partnering with Jeff Davis Parish and joined the Lacassine National Wildlife Refuge to the Creole Nature Trail.

**Action #12 Adjourn**

Annette Richey **moved to adjourn the meeting**. Don Duberville seconded the motion. The motion carried.

There being no additional business, the meeting adjourned at 2:32 p.m. The next district meeting will be on Thursday, March 25, 2021, at 2:00 p.m.

Shelley Johnson, Chairman Carolyn Miller, Secretary-Treasurer