**Louisiana International Gulf Transfer Terminal Authority**

**Executive Committee Meeting Minutes-** Adopted September 13, 2019

July 22, 2019 1515 Poydras 10:43 am- 11:25 am

 New Orleans, LA

Executive Committee Members in Attendance: Others in Attendance:

A.G. Crowe Larry Roedel – Legal Counsel

Chris Westbrook Crystal Hutchinson- LIGTT Authority

John Hyatt Tom Thornhill- LDP
 Jim Woodworth- LDP

 Kyle Shonekas- Legal Counsel, Tom Thornhill

 George Mueller- Legal Counsel, Jim Woodworth

A roll call was conducted and a quorum was established – members present listed above. The Chairman, A.G. Crowe, called the meeting to order at 10:43 am. Commissioner Hyatt moved to accept the minutes of the previous meeting and dispense with the reading of the same. Motion carried unanimously.

Commissioner Hyatt moved that the Treasurer’s Report be approved as presented. Motion carried unanimously.

Larry Roedel, legal counsel, informed the members that LDP and the potential new members of the development group have not finalized documents regarding their MOU and/or Operating Agreement. Though they are still negotiating the details, the new members plan to join via conference call and give an overview of their progress to the Full Board at the 1 pm meeting.

Chairman Crowe moved for approval the FY20 Annual Contract with Roedel Parsons, legal counsel, as presented. Motion carried unanimously.

Commissioner Westbrook moved for approval of the FY20 Annual Contract with Kelly Smith, CPA as presented. Motion carried unanimously.

Commissioner Westbrook moved for approval of the FY20 Annual Contract with Captain Jeffrey Monroe, consultant, as presented. Motion carried unanimously.

Ms. Hutchinson informed the members that eSyncs, the media company that has been managing the LIGTT website for the past few years has moved their business out of state. Chairman Crowe suggested that Ms. Hutchinson begin searching for a new vendor.

Ms. Hutchinson reminds members that the FY18 Legislative Audit concluded with no findings and that she is prepared to discuss it with the Full Board meeting if there are questions or concerns.

Chairman Crowe requested the following items be addressed in the Full Board Meeting:

 -Approve Revisions to the Internal Policy and Procedure Manual

 -Upcoming Meetings and Conferences

Commissioner Hyatt reviewed the FY20 Annual Budget and noted the changes from the previous year which included a decrease in the amounts budgeted for Professional Services and the additional line item for web design. Commissioner Hyatt moved for approval of the FY20 Annual Operating Budget as presented. Motion carried unanimously.

There was no public comment.

There being no further business to come before the Board, Commissioner Westbrook moved that the meeting be adjourned. Motion carried unanimously. The meeting was adjourned at 11:25 am.

Crystal Hutchinson