

MEMORANDUM

To: Board of Directors

From: Lauralyn Maranto, Vice President of Administration

Re: February Board of Directors Meeting

Date: February 16, 2018

Please be advised that the February Board of Directors will be held as follows:

Date: Thursday, February 22, 2018
Time: 12:00 Noon (lunch included)
Location: Visit Baton Rouge Office, 359 Third Street

Enclosed you will find the following:

- Meeting Notice and Agenda for February 22, 2018 Board Meeting
- Minutes of the January 25, 2018 Board Meeting
- Minutes of the February 15, 2018 Finance Committee Meeting

Please RSVP your attendance to me at 382-3580 or via email at lauralyn@visitbatonrouge.com.

Thank you.

c: Chuck Elkins
Andrea Gallo
Steve Sanoski
Alexandria Burris

VISIT BATON ROUGE

Meeting Notice & Agenda

February 22, 2018
12:00 Noon

VBR Office
359 Third Street

- | | | |
|-------|---|------------------|
| I. | Call to Order | Carolyn McKnight |
| II. | Opportunity for Public Comment | Carolyn McKnight |
| III. | Approval of January 25, 2018 Minutes | Carolyn McKnight |
| IV. | Approval of February 15, 2018 Finance Minutes | Scott Michelet |
| V. | Discussion/action in connection with Adjustments to the 2018 Budget | Paul Arrigo |
| VI. | Discussion/action in connection with amendments to the Accounting and Financial Procedure Manual | Chuck Elkins |
| VII. | Discussion/action in connection with funding for the Reserve and Operations Contingency Fund Policy | Chuck Elkins |
| VIII. | Discussion/action in connection with the Transfer of Funds to LAMP OPEB Account | Paul Arrigo |
| IX. | Discussion/action in connection with Travel and Credit Reward Programs | Paul Arrigo |
| X. | Discussion/action in connection with granting authority to President & CEO and Chair to secure and approve major tourism events for Visit Baton Rouge | Paul Arrigo |
| XI. | President's Report | Paul Arrigo |
| XII. | Sports Foundation 4 th Qt. Report | Paul Arrigo |
| XIII. | New Business | |
| XIV. | Old Business | |
| XV. | Adjourn | |