

**VISIT BATON ROUGE
BOARD MINUTES
OCTOBER 2017**

A scheduled board meeting of Visit Baton Rouge was held on Thursday, October 26, 2017 at its office located at 359 Third Street.

Present were:

Flynn Foster
Ralph Ney
Andy Blouin
C. Denise Marcelle
Carolyn McKnight
Norman Chenevert

Absent:

Pastor Wesley
Mark Drennen
Scott Michelet
Mickey Parenton

Present but not participating in formal actions:

Paul Arrigo, Staff
Lauralyn Maranto, Staff
Stacy Simon, Staff
Philipa Blair, Staff
Barney Doyle, Staff
Karron Alford, Staff
Charles Elkins, Legal Counsel
Hector Gonzales, MESH Design
Christina Persaud, MESH Design
Eric Morgan, Morgan & Co.
Amanda Kennedy, Morgan & Co.

Flynn Foster called the meeting to order and opened the meeting for public comment.

On a motion by Andy Blouin, seconded by Ralph Ney to approve the September 28, 2017 minutes as presented.

Motion carried.

Barney Doyle presented the Treasurer's Report and reviewed the September financial statements. On a motion by Ralph Ney, seconded by C. Denise Marcelle to accept the Treasurer's Report as presented.

Motion carried.

Paul Arrigo presented the President's Report and reviewed upcoming opportunities and events. Christina Persaud with Mesh Design and Amanda Kennedy with Morgan & Co. presented an overview regarding Visit Baton Rouge's 2018 Marketing Plan.

Paul Arrigo referenced the Baton Rouge Sports Foundation quarterly report.

Mark Drennen appointed the following board members to the Nominating Committee:

Andy Blouin
Ralph Ney
Scott Michelet

Barney Doyle presented a brief review of proposed revisions to the Accounting and Financial Policies & Procedure Manual. A motion was made by C. Denise Marcelle, seconded by Ralph Ney to adopt the following Resolution:

**RESOLUTION OF THE BOARD OF DIRECTORS
OF VISIT BATON ROUGE
CONCERNING APPROVAL OF AMENDMENTS TO THE VBR ACCOUNTING EMPLOYEE POLICY &
PROCEDURE MANUAL
OCTOBER 26, 2017**

BE IT RESOLVED by the Board of Directors of Visit Baton Rouge ("VBR") that the current VBR Accounting and Financial Policies and Procedures Manual (the "Manual") be revised and amended effective this date as follows:

1. The Manual is amended and revised in its entirety to amend or to add that section entitled "Chart of Accounts" (Page 8 of the Manual) to read as shown on Exhibit "A" attached hereto.
2. The Manual is amended and revised in its entirety to amend or to add that section entitled "Official Financial Representatives" (Page 9 of the Manual) to read as shown on Exhibit "A" attached hereto.
3. The Manual is amended and revised in its entirety to amend or to add that section entitled "Exceptions & Adding Vendors" (Page 20 of the Manual) to read as shown on Exhibit "A" attached hereto.
4. The Manual is amended and revised in its entirety to amend or to add that section entitled "Contracts" (Pages 22-29 of the Manual) to read as shown on Exhibit "A" attached hereto.

5. The Manual is amended and revised in its entirety to amend or to add that section entitled "Credit Cards" (Pages 34-35 of the Manual) to read as shown on Exhibit "A" attached hereto.
6. The Manual is amended and revised in its entirety to amend or to add that section entitled "Check Disbursements" (Page 36 of the Manual) to read as shown on Exhibit "A" attached hereto.
7. The Manual is amended and revised in its entirety to amend or to add that section entitled "Expenditure Guidelines" (Pages 47, 49-50 of the Manual) to read as shown on Exhibit "A" attached hereto.
8. The Manual is amended and revised in its entirety to amend or to add that section entitled "Cancellation Policy" (Page 51 of the Manual) to read as shown on Exhibit "A" attached hereto.
9. The Manual is amended and revised in its entirety to amend or to add that section entitled "Debt Service/EMMA Reporting Requirements" (Page 52 of the Manual) to read as shown on Exhibit "A" attached hereto.

Except as set forth in items 1 through 9 above, the Manual remains un-amended and in full force and effect as previously adopted by this Board of Directors.

There being no further business, the meeting adjourned.