



Chairman Danny Schaus called the **Regular Board of Commissioners** meeting to order on Tuesday, June 28, 2016, at 2:00 p.m. at the St. Tammany Parish Tourist and Convention Commission, 68099 Highway 59, Mandeville, Louisiana.

COMMISSIONERS PRESENT

Sharon Lo Drucker
Bonnie Eades
Mark Myers
Daniel Schaus
T. J. Smith
Valerie Waeltz

COMMISSIONERS EXCUSED

Connie Born

COMMISSIONERS ABSENT

APPROVAL OF MINUTES

A MOTION was made by Mark Myers, and seconded by Bonnie Eades, to approve the April 26, 2016 Budget Public Hearing Minutes and the April 26, 2016 Regular Board Meeting minutes. **The Motion** carried.

TREASURER’S REPORT

Sharon Drucker presented the Treasurer’s Report for April, 2016 and May, 2016. T. J. Smith made **A MOTION** to file the Treasurer’s Report for audit as presented. Mark Myers seconded, and **The Motion** passed.

STAFF REPORT

Donna O’Daniels, President and CEO, Tanya Leader, Vice President of Sales, Renee Kientz, Vice President of Communications, presented the Staff Activities Report.

OLD BUSINESS

► **UPDATE ON SECURITY MEASURES BY PARISH**

Donna said the parish government contracted with a consultant, Michael Kharallah, to design and implement a security plan for parish government facilities and our facility. We are taking his recommendation to install video surveillance and monitoring. We had two bids and selected Stanley based on Michael’s expertise and recommendation.

► **UPDATE ON VISITOR ENTERPRISE FUND (VEF) AND LEGISLATIVE SESSION**

We are sponsors of the State Tourism Advocacy Task Force and work closely with Travel Pak to make sure St. Tammany’s tourism voice is heard in Baton Rouge. During the special session, several Visitor Enterprise Funds had a percentage taken out. It was a cut of about \$60,000 in total and the Tourist Commission’s portion was \$15,000.

NEW BUSINESS

► **NORTHSHORE HARBOR CENTER UPDATE ON ELECTION EFFORTS**

Kathy Lowrey spoke about efforts being made to pass an election to renew the Northshore Harbor Center’s operations tax. It was on the ballot last May and did not pass. They have been working with consultant Greg Buisson trying to determine when to go back on the ballot. The intent is to set a date in the fall at their August meeting and actually call that election at the September board meeting. They will be doing some community outreach.

► **CHANGE IN SCOPE OF SPECIAL REVENUE FUNDS AWARDED TO ST. TAMMANY PARISH**

The parish was awarded \$25,000 in Special Revenue Funds from the Tourist Commission in 2011 for exterior grade lighting for the pavilion at Koop Drive. They requested bids but all bids came in over budget. They now feel it would be more impactful to use the funds toward the design of the Performing Arts Center for which they hope to break ground this year and begin construction in 2018. Following discussion, Valerie Waeltz made **A MOTION** to table

the issue until the next meeting, when Mr. Huval will render an opinion. Sharon Drucker seconded and **The Motion** carried.

► **ADOPTION OF UPDATED FINANCIAL PROCEDURE AND INTERNAL CONTROL**

Mary Anne Harrison said when she and Donna attended classes given by the Louisiana Legislative Auditor in December, they realized our Financial Procedures and Internal Control handbook needed to be updated to put certain details in writing. She said the revisions are based on the AUP audit findings, and asked the commissioners to read, sign and return the last page. Mark Myers read a **Resolution** to adopt the Financial Procedure and Internal Control Policies as revised and made **A MOTION** to adopt. T. J. Smith seconded and **The Motion** passed unanimously with one absent.

► **PRESENTATION OF AUP (AGREED UPON PROCEDURES) AUDIT**

Sarah Yrle, CPA, of LaPorte said there were four findings. The first had to do with written credit card procedures for lost credit card receipts. The Tourist Commission has procedures in place for lost receipts, but it was not in our written procedures. Secondly, of the 78 transactions tested, there were two instances of missing receipts and missing receipt forms have been filled out. Third, there was a late fee assessed to a bill and the commission will be more diligent in meeting payment deadlines. Fourth, the commission's written ethics policies and procedures were reviewed and although prohibitions are defined, there were several items not noted in writing. The additions were (1) actions to be taken if an ethics violation occurs, (2) systems to monitor possible ethics violations, and (3) the requirement that all employees and board members annually confirm through signature that they have read the ethics policy.

► **COMPLIANCE QUESTIONNAIRE**

-The Compliance Questionnaire is a form given to our auditors each year when we turn our records over to them for audit, and it states that the Tourist Commission is in compliance with all state statutes as required. Valerie Waeltz noted that her address had changed. Mark Myers made **A MOTION** to adopt the Compliance Questionnaire with the correction. Sharon Lo Drucker seconded, and **The Motion** carried.

AUXILIARY AGENDA

- None

► **COMMISSIONER COMMENTS**

- Sharon Lo Drucker said Mandeville was named the best place to raise children in Louisiana by Bloomberg Business Week.com, with the excellent public schools being the primary reason.

- Bonnie Eades said the legislative wrap-up luncheon held by the West St. Tammany Chamber was informative. She feels our delegates representing the parish know we have to make significant structural changes in the state budget. A budget Task Force has been formed and will have between September 1 until the legislative session starts in 2017 to make recommendations.

- Valerie Waeltz they had a Hotel/Motel Association meeting Thursday and a representative from the western part of the parish said there is a drastic decline in booked rooms. Donna said it is a trickle-down effect with oil and gas and state-wide, with the exception of Lake Charles, hotels are down.

- Danny Schaus said that tomorrow, a \$475 credit is going out from Cleco to all residential and commercial meters.

- Mark Meyers said Hospice Foundation is having a fundraiser beer festival on Saturday, September 10, from noon to 6:00 pm, with over 50 home-brewed beers and spirits to sample. It will be at the Northshore Harbor Center.

► **GUEST COMMENTS**

- Kathy Lowry said United Healthcare held an expo and coming up is the Slidell Gun and Knife Show.

- Kathy Foley said the Wounded Warrior event was held recently and they doubled what they did last year. They have a Lacrosse tournament that brings 70 teams of 80 people each, most from out of town.

ADJOURNMENT

Sharon Lo Drucker made **A MOTION** to adjourn and Mark Myers seconded. **The Motion** carried and the meeting adjourned at 3:15 PM.

NEXT MEETING

The next Regular Board of Commissioners meeting will be held on Tuesday, August 30, 2016, at 2:00 PM, at the Tourist Commission Office in Mandeville.

Minutes Respectfully Submitted,

S / Rae Shipley

Rae Shipley
Recording Secretary

S / Daniel Schaus

Daniel Schaus
Chairman