

**JEFF DAVIS PARISH TOURIST COMMISSION
MINUTES OF MEETING
DATE: April 14, 2020**

The meeting was opened, and the following attendance was noted:

Name	Representing	Present	Absent
Ryan Kitchen, Chairman	Jennings		X
Lorraine Bertrand, Vice-Chairman	Elton	X	
John Marceaux, Secretary/Treasurer	Lake Arthur	X	
Roberta Palermo	Lake Arthur	X	
Ronnie Petree	Welsh	X	
Kathleen LeBlanc	Lake Arthur	X	
Becky Hudson	Welsh	X	
Marion "Butch" Fox, Executive Director	Director		X
Dione Sabelhaus, Marketing Director	Marketing Director	X	

Guest Present: Greg Marcantel; Spun Gold

Call to Order: Marion Fox called the Zoom meeting to order at 8:03 am

Approval of Agenda ~ A motion was made by **Ronnie Petree** and seconded by **Lorraine Bertrand**, passed unanimously to approve the April 14, 2020 agenda.

Approval of Minutes ~ a motion was made by **John Marceaux**, seconded by **Lorraine Bertrand**, passed unanimously to approve the minutes of February 4, 2020, passed unanimously.

CPA Report – Greg Marcantel ~ While nobody could possibly have foreseen this particular instance (Covid-19) everything that we have done and every way that you as a group have managed the finances over the last five six years has been preparing this organization for this kind of a situation. There is ample reserves and the amount of \$370,000. We know that revenue is going to fall, we do not know how dramatically, and we do not know for how long but even in a worst-case scenario. I think that that the commission will still be seeing around 17,000 dollars a month in revenue, and this does not count the fifty-thousand-dollar annual contract with the city of Jennings. I know we have furloughed the alligator docents that cuts about \$5,000 a month off the expenses, but there are other expenses that are going to go down as well. So just a very rough estimate is that even without doing any dramatic changes to your budget right now, about an \$18,000 a month deficit you can sustain operations for 20 months. That is over a year and a half that is plenty of time. This is assumed no help from the state government at all, which I do not think is going to actually be the case. I think there is going to be some help, so my message today is that I'll be working with Marion, Linda and the entire staff to help navigate this but there's no need to panic there. There are ample reserves to get through this, there are four entities that are all tied directly together the City of Jennings, the Jeff Davis Tourist commission, Economic Development Office, and Landfill commission all of them have ample reserves to sustain operations over the next six months to make sure that we don't have to make decisions out of fear and out of panic.

Question for Greg; **John Marceaux**, what is that seventeen thousand dollars a month? Where is that coming from out of the reserves? **Greg Marcantel**; We have about three hundred and seventy thousand dollars of reserves. **John Marceaux**, Okay, so it is out of reserves. We do not act like we are not actually receiving any income at this point in time. **Greg Marcantel**; No, we still are, we're receiving that would be the deficit but they're still going to be money coming in from the hotel-motel tax instead of being \$11 -\$14 thousand dollars, maybe half that amount is what I'm anticipating. They are still going to be money coming from the state tax sharing but instead of being \$15,000 a month. I am assuming \$5000.

We're not going to have any tour revenue or merchandising revenue, but you also on the other hand aren't going to have those expenses. They're still going to be the management fee coming in from the EDC. That's not going to stop and assuming that we keep the city budget as I anticipate we will still contract with the city of manage the I-10 Park so there will be Revenue coming in but it will be in the neighborhood of \$15 to \$17,000 dollars on a monthly basis instead of \$30 to \$35,000.

Approval of Financials ~ a motion was made by **John Marceaux**, seconded by **Becky Hudson**, to table the approval of financials until next meeting, **passed unanimously**.

Public Comments ~ N/A

Old Business:

- A motion made by **Ronnie Petree**, seconded by **Lorraine Bertrand**, to approve the Tourist Development & Marketing Grant Final approval for Jennings 3rd Annual CRA Rodeo Association and Jennings Festival Association Squeezebox Shoot Out / Mardi Gras, **passed unanimously**

New Business:

- A motion made by **Becky Hudson** and seconded by **Lorraine Bertrand**, to approve a resolution to ratify the decision of the president/CEO to hold meetings by teleconference and the written certification for telephone conference
- Covid-19 update, all the offices here have been corresponding with all our small businesses to get as much information to them as possibly on that is available. If you know of any small businesses or anybody that needs our help, please have them call us on our cell phones, we will walk them through the process.
- Your personal financial disclosure statements are due by May 15th. If you need help with that or anything, please call Tracie, she is keeping a list of all that and trying to make sure that everybody complies.

CEO/President report:

- Our tax dollars are going to go down, last time I talked to Ryan kitchen at Hampton Inn, they are running 50% occupancy.
- There are several grant opportunities that we are applying for to help with our adverting and remarketing budget.
- At this time the Gator Docents agreed to stay on with us so they will file for unemployment until the Gator Chateau can reopen.

Adjournment: A motion was made by **John Marceaux**, seconded by **Lorraine Bertrand** and passed unanimously to adjourn

I, Marion Fox, certify that the above and foregoing constitute the minutes of the first meeting of the commissioners of the Jeff Davis Tourist Commission held on February 4, 2020.

MARION FOX, PRESIDENT/CEO