

West Feliciana Parish Tourism Commission Meeting
September 20, 2023, 5:30 pm
At the West Feliciana Parish Library
Study Room B
5114 Burnett Road
St. Francisville, La.

Agenda

1. Call meeting to order **Morgan Moss**
2. Roll call
3. Approval of agenda items for consideration and action
4. Public Comment
5. Approval of August 16, 2023 Board Meeting Minutes
6. Old Business
 - a. Executive Director's Report **Devan Corbello**
 - i. Employee Policies
 - ii. New Board Member Onboarding Package
7. New Business
 - a. Treasurer's Report **John Kean**
 - b. Strategic Plan Review
 - c. Trunk or Treat
 - d. Christmas in the Country Parade
8. Motion to Adjourn

Next Meeting – October 18, 2023, 5:30 pm @ West Feliciana Parish Library

THE MEETING IS OPEN TO THE PUBLIC.

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact the West Feliciana Tourism Commission at (225) 635-4224 describing the assistance that is necessary. Public comment will be taken after each agenda item is read aloud. Comments will be limited to three minutes per person per agenda item.

“The mission of WFPTC is to market and maintain tourism as a strong economic base for West Feliciana Parish.”

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Minutes

1. Morgan Moss called the meeting to order at 5:34 PM.
2. Roll call: Absent: David Parker, Heather Melancon. Present: Morgan Moss, John Kean, John Flippen, Brittany Earnest, Janice Wynn. Others Present: Devan Corbello
3. Approval of agenda items for consideration and action: John Kean made a motion to add “Board Manuel” as item iii. Under 6. Old Business a. Executive Director’s Report. Janice Seconded the motion. All were in favor.
4. Public Comment: No public was present to comment.
5. Approval of August 16, 2023 Board Meeting Minutes: John Flippen motioned to accept, Brittany seconded the motion. All were in favor.
6. Old Business
 - a. Devan Corbello gave his executive director’s report. He gave a recap of the Fam Tour for the LOT International reps. They received an update from the Town of St. Francisville, North Commerce District, Rosedown, Audubon, and Angola Museum. He also recounted the meeting with Indian Tour Operators in New Orleans where he promoted travel to St. Francisville for their clients. The earned media coverage for St. Francisville has increased due to projects such as the brand and website launch, and the trolley.
 - i. Devan presented a draft of the employee policies. John Kean suggested that a committee be formed to work with Emily Cobb on developing a policy that best fights the commission. David, John K., and Janice will sit on that committee.
 - ii. Devan presented a draft of the new board member manual that will be used for new board members. John K. made a motion to accept it. Brittany seconded it. All were in favor.
7. New Business
 - a. John K. gave the Treasurer’s Report. There was a total income of \$17,532.87. Expenses were \$23,973.19.
 - b. Devan presented the strategic plan. John K. suggested we move “Assist parish with new short-term rental policy” to 23/24 goals. John K. motioned to accept the strategic plan with the change and Brittany seconded the motion. All were in favor.
 - c. Trunk or Treat. John K. motioned to allow up to \$100 for a bag sponsorship in partnership with other merchants for Trunk or Treat. Brittany seconded the motion. All were in favor.
 - d. The commission will set up a booth up for Christmas in the Country’s parade.
8. Motion to Adjourn was made by Morgan at 6:11 pm. John Flippen seconded the motion. All were in favor.

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Approved at the 10/18/2023 Board Meeting