

West Feliciana Parish Tourism Commission Meeting
April 16, 2025, 5:30 pm
At the West Feliciana Parish Library
Teen Room
5114 Burnett Road
St. Francisville, La.

Agenda

1. Call meeting to order **John Kean**
2. Roll call
3. Approval of agenda items for consideration and action
4. Public Comment
5. Approval of March 19, 2025 & March 31, 2025 Board Meeting Minutes
6. Old Business
 - a. Executive Director's Report **Devan Corbello**
 - b. Partner Survey Update **Adrian Percy**
7. New Business
 - a. Treasurer's Report **Jim Johnston**
 - b. Meeting Protocol **John Kean**
 - c. Budget Committee Formation
 - d. Financial Disclosure Reminder
 - e. Discuss Credit Card payment policy
 - f. Discuss additional financial supporting documents
 - g. Discuss LA Legislative Auditor's Best Practices concerning travel and related expenses
 - h. Discuss Special Meeting for Presentation of the roles of commissioners and directors.
8. Motion to Adjourn

Next Meeting – May 21, 2025, 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 comments 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. John called the meeting to order at 5:31 pm.
2. Roll call: Present-John Kean, Amber Thorne, Jim Johnston, Lauren Pourcaiu, Adrian Percy, Leslie Daniel, Yul Lorio. Others Present-Devan Corbello.
3. Leslie made a motion to approve the agenda items for consideration and action. Jim seconded. All were in favor.
4. No Public Comment was made.
5. Jim made a motion to approve the March 19, 2025 & March 31, 2025 Board Meeting Minutes. Leslie seconded. All were in favor.
6. Old Business
 - a. Devan Corbello gave his Executive Director's Report. He gave an update on key meetings he has had over the past month. He gave an update on the Super Retriever Series. Social media and livestreams spiked during that time. He is waiting on a final report from the organization. Leslie and Yul suggested Devan meet with The Area Foundation, The Chamber, and Mainstreet.
 - b. Adrian gave an update for the Partner Survey. He's received around 50% of the survey's back, and expects to have most in by next week. He will complete the report and share it with the board.
7. New Business
 - a. Jim gave the Treasurer's Report. Total income for March was \$21,107.48. Total expenses were \$21,282.04.
 - b. John spoke on Meeting Protocol, saying everyone will have a chance to speak in the meetings and that they will be orderly.
 - c. John made a motion to appoint Jim Johnston, John Kean, and Yul Lorio Budget Committee to work with Devan to create the 25/26 Fiscal Budget. Leslie seconded, all were in favor.
 - d. Financial Disclosures are due on May 15 for those board members to serve in 2024.
 - e. John made a motion that any and all credit card payments be issued by check only showing ledger account distributions starting today forward. Jim seconded. All were in favor
 - f. John made a motion that the director provides in addition to financials to board a complete bank statement and complete credit card statement starting today forward.
 - g. John made a motion that him and Jim work with Kati on La Legislative Auditors best practices concerning travel and related expenses and other financial areas that need addressing. Adrien seconded. All were in favor.
 - h. A Special meeting for a Presentation of the roles of commissioners and directors will be hosted by Laurie Walsh on May 3rd starting at 11 am.
8. Motion to Adjourn was made by John. And Seconded by Jim. At 6:51 pm.

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Approved at the May 21, 2025 Board Meeting.