

West Feliciana Parish Tourism Commission Meeting
May 21, 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 April 16, 2025 & May 3, 2025 Board Meeting Minutes
6. Old Business
 - a. Executive Director's Report **Devan Corbello**
7. New Business
 - a. Treasurer's Report **Jim Johnston**
 - b. Amanda Cobb of Shelby J's RV park
 - c. Vote to authorize Devan Corbello to sign contract for the CMP Grant
 - d. Hotel Card
 - e. Discuss survey results
 - f. Discuss strategic planning session
 - g. Review of draft budget
 - h. Discuss accounting procedures
8. Motion to Adjourn

Next Meeting – June 18, 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 5:30 pm.
2. Roll call: Absent- Leslie Daniel, Amber Thorne. Present- John Kean, Lauren Pourchaiu, Jim Johnston, Adrian Percy, Yul Lorio. Others present- Devan Corbello, Amanda Cobb, and Adrian Cobb.
3. Approval of agenda items for consideration and action: John made a motion to move item 7b to under item 4. Jim seconded the motion. All were in favor to accept the updated agenda.
4. Public Comment: Amanda & Adrian Cobb gave an update on the things they've updated and changed at Shelby J's RV Park. They stated they see visitors from across the world throughout the year.
5. Yul made a motion to approve the April 16, 2025 & May 3, 2025 Board Meeting Minutes. John seconded. All were in favor.
6. Old Business
 - a. Devan gave his Executive Director's Report. He highlighted key meetings and events. Including Tourism Day at the Capitol, where he sat in a committee meeting for HB 267. He gave an update on the bill: it has been heard on the House floor. It is not expected to negatively affect the Tourist Commission's budget/tax collection.
7. New Business
 - a. Jim gave the Treasurer's Report. Total income for April was \$26,554.12. Total expenses were \$24,646.44. Jim made a motion to move everything over \$50,000 from the checking account into the LAMP account. Adrian seconded. All were in favor.
 - b. Lauren made a motion to authorize Devan Corbello to sign the contract for the CMP Grant. John seconded it. All were in favor.
 - c. Hotel Card: The board encouraged Devan to meet with the concierges in Baton Rouge hotels to inform them about things St. Francisville has to offer for day trips for their guests. John made a motion for the authorization to reimburse John for the purchase of stands for hotel postcards to be placed at The Watermark hotel. Jim seconded. All were in favor.
 - d. Adrian led the discussion of the community survey results. Of the results that were collected, it's an average of a "neutral positive" response. Devan will begin to host quarterly meetings for partners to better inform them of things the Commission is doing to promote the area. Yul made a motion to purchase business cards for the board. Jim seconded. All were in favor.
 - e. Adrian made a motion to hold a strategic session under executive session at Market Hall led by Devan on June 14th starting at 9 am. And to invite Laurie Walsh, Sylvia Leake, and Julie Braisher. Yul seconded. All were in favor.

- f. John presented the draft budget to the board. John made a motion to move \$2,500 under Contract Labor and \$9,577.50 under "Other Expense-Misc. Advertising." Jim seconded. All were in favor.
 - g. John made a motion to hire Rebecca Lemoine to for 4 to 6 hours of work (or \$1,200 to \$1,700) to review accounting policies to ensure they match the legislative auditor's best practices. Yul seconded. All were in favor.
8. Adrian made a motion to Adjourn at 6:53 pm.

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Approved at the June 18, 2025 Board Meeting.