

Louisiana's Cajun Bayou Tourism  
Board of Directors Meeting Minutes  
Wednesday, October 16, 2019

**The meeting was called to order at 4:30 PM.**

**Members Present:**

Jeremy Punch, Chair  
Marguerite Knight-Erwin, Vice Chair  
Monique Crochet  
Kristine Strickland  
Donnell Zeringue  
Joshua Falgout  
Greg Gaubert  
Kyle Williams

**Members Absent:**

Zina Sampey, Secretary/Treasurer

**Staff Present:**

Timothy P. Bush, President & CEO  
Hope Jambon, Office Manager/Admin

**Approval of Agenda:**

Action Item #1: M. Crochet moved to approve the agenda as presented; K. Williams seconded the motion. Motion passed (7-0).

**Approval of Meeting Minutes:**

Action Item #2: M. Knight-Erwin moved to approve the September 18, 2019 meeting minutes as presented; M. Crochet seconded the motion. Motion passed (7-0).

**Public Acknowledgments/Comment:** None

**Financial Report:**

Ms. Crochet presented the financials. Expenses exceeded revenue for the month. She reported that the Visitor Enterprise Funds had been received and would be reflected on the October financial statement.

Action Item #3: K. Strickland moved to approve the financial report as presented; D. Zeringue seconded the motion. Motion passed (8-0).

**President and CEO's Report**

Mr. Bush reviewed the August lodging data. Lafourche Parish occupancy increased by 1.1% compared to August 2018. Overall, occupancy is up 3.2% year-to-date. RevPAR is up 3.7%, with room demand up 3.2% compared to August 2018. Mr. Bush gave an update on the accreditation application and presented the Board with the Destination Marketing Accreditation Program Organizational Code of Ethics to be approved.

Action Item #4: M. Crochet moved to approve and sign the Destination Marketing Accreditation Program Organizational Code of Ethics; J. Falgout seconded the motion. Motion passed (8-0).

## Chair's Report

Mr. Punch reminded board members about the mandatory ethic training required to be completed by Dec 31, 2019

## Committee Reports:

### Employee Relations

K. Strickland presented the Board with recommended updates to the Employee Manual and discussed the new timeline for the review of policies. The first recommendation was to overtime policy, with an overtime request form to be used when overtime work is required by non-exempt staff.

Action Item #5: M. Knight-Erwin moved to approve the recommendation to the overtime policy and the Overtime Request Form; M. Crochet seconded the motion. Motion passed (8-0).

K. Strickland presented the next recommendation, which was a Benefits Summary page.

Action Item #6: J. Falgout moved to approve the Benefits Summary page of the Employee Manual with one change of adding "up to" in the Dental and Vision portion; M. Knight-Erwin seconded the motion. Motion passed (8-0).

K. Strickland presented the next recommendation of changes to the PTO Policy.

Action Item #7: M. Crochet moved to approve the recommendations to the PTO Policy; K. Williams seconded the motion. Motion passed (8-0).

K. Strickland presented the next recommendation, which was the addition of the Employee Protection (Whistleblower) Policy.

Action Item #8: M. Crochet moved to approve the addition of the Employee Protection (Whistleblower) Policy; K. Williams seconded the motion. Motion passed (8-0).

### New Business:

None

### General Discussion:

None

### Adjournment:

Action Item #9: J. Falgout moved to adjourn the meeting; M. Crochet seconded the motion. Motion passed (8-0).

**The meeting was adjourned at 4:59 PM.**

Minutes were approved on \_\_\_\_\_.

The undersigned confirms the accuracy and proper approval of minutes

\_\_\_\_\_  
Board Secretary/Treasurer