

**Livingston Parish Convention & Visitors' Bureau**  
**P.O. Box 1057/30340 Catholic Hall Road**  
**Albany, LA 70711-1057**  
**Phone: (225) 567-7899**  
**Fax: (225) 567-7840**

Minutes of Livingston Parish Convention and Visitors' Bureau  
Tuesday, July 21, 2020  
Livingston Parish Tourism Office

Call to Order: Donna Jennings  
Invocation: Eric Edwards  
Roll Call: Carolyn Martin

Members Present: Donna Jennings, Lynn Sibley, Wayne Guilbeau, Marcell Parker, David Richardson, Dean Lawrence, and Robert Reynolds  
Members Absent: None  
Guest: Trey Sanders – Auditor

- A motion was made by Lynn Sibley and second by Dean Lawrence to accept the June Minutes.

Yeas: Donna Jennings, Wayne Guilbeau, Marcell Parker, Robert Reynolds, and David Richardson  
Nays: None

- A motion was made by Dean Lawrence and second by David Richardson to accept the Financial Report for June 2020.

Yeas: Donna Jennings, Lynn Sibley, Wayne Guilbeau, Marcell Parker, and Robert Reynolds  
Nays: None

- Director's Report was given by Eric Edwards. No motion made
- A motion was made by Lynn Sibley and second by Dean Lawrence to accept the 2019 Audit Report given by Trey Sanders.

Yeas: Donna Jennings, Wayne Guilbeau, Marcell Parker, Robert Reynolds, and David Richardson  
Nays: None

- A motion was made by Lynn Sibley and second by Marcell Parker to accept 2020 Audit Engagement Letter with Hannis T. Bourgeois.

Yeas: Dean Lawrence, Donna Jennings, Wayne Guilbeau, Robert Reynolds and David Richardson  
Nays: None

- A motion was made by Dean Lawrence and second by Lynn Sibley to update Sexual Harassment Policy in Livingston Parish Convention and Visitor's Bureau Policy Handbook.

Yeas: Donna Jennings, Wayne Guilbeau, Marcell Parker, Robert Reynolds, and David Richardson  
Nays: None

- A motion was made by Dean Lawrence and second by David Richardson to add Minutes to be placed in Livingston Parish Convention and Visitor's Bureau By-Laws. Summary of Minutes are to be placed in the Parish Official Journal no later than 10 days after board meeting is held.

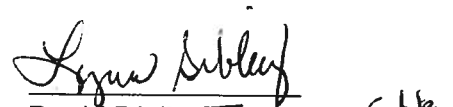
Yeas: Donna Jennings, Lynn Sibley, Wayne Guilbeau, Marcell Parker, and Robert Reynolds.  
Nays: None

- No motion was made on the USA Advertisement with Scott Ennis.
- A motion was made by Dean Lawrence and second by David Richardson to Adjourn.

Yeas: Donna Jennings, Lynn Sibley, Wayne Guilbeau, Marcell Parker, and Robert Reynold  
Nays: None

Next Board Meeting will be Thursday, August 20, 2020. Location to be announced.

  
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Donna Jennings  
Chairperson

  
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David Richardson Lynn Sibley  
Secretary/Treasure

  
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Eric Edwards, Executive Director