



*Washington Parish Tourism*

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*Louisiana's Toe of Adventures*

Minutes of the Washington Parish Tourism Commission  
Board of Commissioners  
March 21, 2025 10:00am  
Franklinton, LA

President Mark Irvine called the meeting to order. The invocation was given by Lorraine B. Hall.  
Roll call:

Commissioner Present	Commissioner Absent
Mark Irvine	Cynthia August
Ella Bickham	Edna Kennedy
Krystal Peterson	
Tonya Sharp	
Lorraine Hall	
Others: Patty Alford, Director of Tourism	

The January 2025 meeting minutes were approved with a motion from Ella Bickham and a second from Tonya Sharp, the motion carried unanimously.

The financial statements were reviewed for January 2025. The January 2025 statement was approved with a motion from Lorraine Hall, a second from Ella Bickham, the motion carried unanimously.

#### Financial Report for January 2025

The checking account balance \$ 76,748.50 according to the bank statement dated 01/31/2025  
Summary of account from 01/01/2025-01/31/2025 follows:

Date	Credits	Debits	Amount
1/31	20.40	Interest	
01/16		Hancock Bank	311.51
01/14		Ray Watson Properties	1100.00
01/24		Southeast Business	40.53
01/07		MP Accounting	105.00
01/27		Ellen Burford	3000.00
01/06		WST	55.61
01/16		Town of Franklinton	75.22
01/22		NEC	175.92

The financial statements were reviewed for February 2025. The February 2025 statement was approved with a motion from Krystal Peterson, a second from Tonya Sharp, the motion carried unanimously.

## Financial report for February 2025

The checking account balance \$ **80,925.98** according to the bank statement dated **02/28/2025**

Summary of account from **02/01/2025-02/28/2025** follows:

Date	Credits	Debits	Amount
2/19/2025	10,756.25	LA GOV	
02/28/2025	17.77	Interests	
02/05/2025		Washington Chamber	125.00
02/10/2025		Ray Watson Properties	1,100.00
02/03/2025		MP Accounting	168.00
02/25/2025		Southeast Business Supply	57.51
02/12/2025		Hancock Bank	213.27
02/05/2025		Washington Parish Government	1,742.26
02/07/2025		Patty Alford	136.68
02/25/2025		Washington Parish Government	2,615.28
02/04/2025		WST	186.97
02/18/2025		Town of Franklinton	75.05
02/21/2025		NEC Fin	175.92

A reminder of ethics training certificates is due and awareness of Financial Disclosure Statements will be due to the state as well.

Office Director, Patty Alford discussed the Occupancy Tax update including an attorney general opinion from Senator Beth Mizell. A motion came from Ella Bickham, and a second from Tonya Sharp, for the Commission to seek legal counsel as to the correct protocol for rolling out an ordinance/resolution for the Occupancy Tax. The motion carried unanimously.

The manager's report was reviewed and Ella Bickham made a motion to accept the Manager's Report, second from Krystal Peterson, the motion carried unanimously.

The 2025 Washington Parish Tourism Budget prepared by MP Accounting Solutions was approved with a motion from Krystal Peterson, second by Tonya Sharp, the motion carried unanimously. This budget is to be sent next to Washington Parish Council. (2025 Budget is attached)

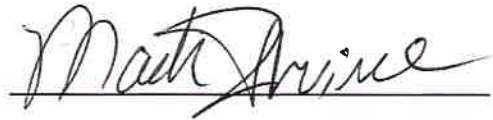
Office Director, Patty Alford presented the announcement/ and provided documentation of excess CVB monies provided by the Louisiana State Treasury. A motion to accept the avenue to collect these funds through option 1 came from Krystal Peterson, second from Tonya Sharp. The motion carried unanimously. Note that option 1 expends funds by June 30, 2025 and letters of support from Rep. John Wyble, Senator Mizell, and the Tourism Commission were all needed.

With this excess funding and future occupancy tax, Lorraine Hall made a motion to form a CVB Excess Funds/ Occupancy Tax Committee to help in decisions to be made by the office director needed in timely manners before a scheduled monthly meeting. The second came from Krystal Peterson, the motion carried unanimously. The following were appointed as members of the committee, Mark Irvine, Cynthia August, Ella Bickham, with alternates Tonya Sharp and Krystal Peterson. The first meeting to be held, March 27, 2025 at 6:00 pm.

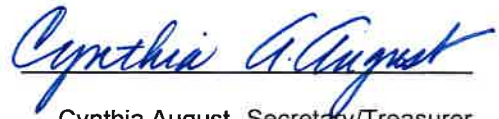
With the added funds and tax work, it was noted that the office director was putting in more than the 20 hours, 3 days per week. Krystal Peterson made a motion to grant office director time and one-half for any hours over 20 part-time hours starting in March 2025. The hourly rate to be based from current salary on a 20-hour week. A second came from Tonya Sharp, the motion carried unanimously. The director is to keep a monthly timesheet and submit to parish government for payment.

In events/sponsorship: Due to the Excess Funds Committee formation, the only event discussed was the Zona ATV Drag Sponsorship. A motion came from Lorraine Hall, second by Tonya Sharp, to grant \$500 for the Zona Drag Sponsorship to be held April 25- 26, 2025. The motion carried unanimously.

The next scheduled meeting is April 25, 2025 at 10:00 due to the Good Friday falling on the normal third Friday. The motion to adjourn came from Ella Bickham, second by Krystal Peterson, the motion carried unanimously.

A handwritten signature in black ink, reading "Mark Irvine", written over a horizontal line.

Mark Irvine- President

A handwritten signature in blue ink, reading "Cynthia A. August", written over a horizontal line.

Cynthia August- Secretary/Treasurer

2025 Washington Parish Tourism Commission Budget

		CEA Budget	Interest Budget	Fund Balance Budget
<b>Revenue</b>				
Corporate Endeavor Revenue	43,025.00	43,025.00	0.00	0.00
Interest Income	2,881.00	0.00	2,881.00	0.00
Fund Balance a/o 06.30.24	136,091.86	0.00	0.00	136,091.86
<b>Total Revenue</b>	<b>181,997.86</b>	<b>43,025.00</b>	<b>2,881.00</b>	<b>136,091.86</b>
<b>Expenditures</b>				
Advertising & marketing	6,000.00	2,275.00	0.00	3,725.00
Contract & professional fees	4,700.00	0.00	0.00	4,700.00
Event Expenses		0.00	0.00	0.00
Insurance	650.00	0.00	650.00	0.00
Occupancy				
Rent	13,200.00	13,200.00	0.00	0.00
Telephone and Internet Service	4,300.00	2,588.00	0.00	1,712.00
Utilities	1,872.00	1,872.00	0.00	0.00
Office expenses				
Equipment lease & maintenance	456.00	0.00	456.00	0.00
Memberships & subscriptions	1,825.00	0.00	1,775.00	50.00
Office supplies	400.00	0.00	0.00	400.00
Printing & photocopying	125.00	0.00	0.00	125.00
Shipping & postage	100.00	0.00	0.00	100.00
Software & apps	750.00	0.00	0.00	750.00
Other Expenses	0.00	0.00	0.00	0.00
Payroll expenses				
FICA tax	2,090.00	2,090.00	0.00	0.00
Salaries & wages	21,000.00	21,000.00	0.00	0.00
Repairs & maintenance	150.00	0.00	0.00	150.00
Travel	8,600.00	0.00	0.00	8,600.00
<b>Total Expenditures</b>	<b>66,218.00</b>	<b>43,025.00</b>	<b>2,881.00</b>	<b>20,312.00</b>
<b>Net Operating Revenue</b>	<b>115,779.86</b>	<b>0.00</b>	<b>0.00</b>	<b>115,779.86</b>
<b>Net Fund Balance</b>	<b>115,779.86</b>	<b>0.00</b>	<b>0.00</b>	<b>115,779.86</b>