

MEMORANDUM

To: Board of Directors

From: Lauralyn Maranto, Vice President of Administration

Re: Visit Baton Rouge Board of Directors Meeting

Date: February 17, 2017

Please be advised that the February Board of Directors meeting will be held as follows:

Date: Thursday, February 23, 2017
Time: 12:00 Noon (lunch included)
Location: Visit Baton Rouge Office, 359 Third Street

Enclosed you will find the following:

- Notice & Agenda for February 23, 2017 Board Meeting
- Minutes of the January 26, 2017 Board Meeting

Please RSVP your attendance to me at 382-3580 or via email at lauralyn@visitbatonrouge.com in order to ensure that a quorum is present.

Thank you.

c: Andrea Gallo
Alexandria Burris
Steve Sanoski
Chuck Elkins

VISIT BATON ROUGE

Board Meeting Notice & Agenda

February 23, 2017
12:00 Noon

VBR Office
359 Third Street

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|-------|---|----------------------------------|
| I. | Call to Order | Flynn Foster |
| II. | Opportunity for Public Comment | Flynn Foster |
| III. | Approval of January 26, 2017 Minutes | Flynn Foster |
| IV. | Treasurer's Report | Barney Doyle |
| | A. Presentation of December Financial Statements | |
| V. | President's Report | Paul Arrigo |
| VI. | New Business | |
| | A. Discussion/action in connection with Simpleview, LLC contract | Chuck Elkins |
| | B. Discussion/action in connection with revisions to Employee Policy & Procedure Manual | Paul Arrigo/
Lauralyn Maranto |
| | C. Discussion in connection with Tier 2.1 Personal Financial Disclosure | Chuck Elkins |
| VII. | Old Business | |
| VIII. | Adjourn | |