

MEMORANDUM

To: Stephen Hightower
Rowdy Gaudet
Robyn Merrick

From: Lisa Clary, Vice President of Administration

Re: Finance Committee Meeting - Visit Baton Rouge

Date: November 10, 2025

Please be advised that the Visit Baton Rouge Finance Committee Members will meet on:

Date: Thursday, November 13, 2025
Time: 12:00 Noon (lunch included)
Location: Visit Baton Rouge, 359 Third Street

Enclosed you will find the following:

- Notice & Agenda for November 13, 2025

Please RSVP your attendance to me at 382-3580 or via email at lisa@visitbatonrouge.com.

Thank you.

c: Gary Jupiter, Jr.
Mary Stein
Jeremy Fontenot
Claude Reynaud, Jr.
Janice Delerno
Marty Engquist
Gary Patureau
Chuck Elkins
Tim Boone

VISIT BATON ROUGE

Finance Committee Meeting Notice & Agenda

Date: November 13, 2025
Time: 12:00 Noon
Location: Visit Baton Rouge Office
359 Third Street

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|------|--|-------------------|
| I. | Call to Order | Stephen Hightower |
| II. | Opportunity for Public Comment | Stephen Hightower |
| III. | Discussion/action in connection with the Amended 2025 Budget | Danielle Prejean |
| IV. | Discussion/action in connection with the updated Accounting and Financial Policies and Procedures Manual | Danielle Prejean |
| V. | Discussion/action in connection with the 2026 Budget | Danielle Prejean |
| VI. | Adjourn | |