

**Creole Nature Trail All-American Road  
District Board of Commissioners Meeting  
Thursday, February 22, 2024, 2:00 p.m.**

**In attendance were the District Commissioners as follows:**

Wendy Harrington, chair

Paul Guillory, vice-chair

Geralyn Myers

Sam Wilkinson

Seth Woods

Stephanie Huck

**Absent:** Jimmy Brown, Carolyn Miller, Annette Richey

Also present was Anne Klenke, Vice President – Destination Development/Community Engagement and Heather Savoie, Vice President - Sr. Vice President of Finance with Visit Lake Charles.

**Action #1 Call to Order**

Chair Wendy Harrington called the meeting to order at 2:00 p.m.

**Action #2 Introductions and Welcome Guests**

Wendy Harrington welcomed everyone to the meeting.

**Action #3 Welcome and Seat New Board Member – Stephanie Huck**

Wendy Harrington introduced Stephanie Huck, new board member appointed by the Calcasieu and Cameron legislative delegations to replace Shelley Johnson.

**Action #4 Discuss and Approve Minutes from the December 14, 2023 Meeting**

Sam Wilkinson moved to approve the minutes from the December 16, 2023 meeting. Seth Woods seconded the motion. The motion carried.

Wendy Harrington advised that the minutes of the previous meeting were emailed to the board for their review. She asked if there were any questions or corrections.

**Action #5 Approval of the Agenda for February 22, 2024, Meeting & Public Comments**

Sam Wilkinson moved to approve the agenda for the February 22, 2024 meeting. Paul Guillory seconded the motion. The motion carried.

**Action #6 Discuss & Approve the December 2023 and January 2024 Financial Statements**

Paul Guillory moved to approve the December 2023 and January 2024 Financial Statements as presented. Seth Woods seconded the motion. The motion carried.

Wendy Harrington asked Heather Savoie to review the December 2023 and January 2024 financial statements. Heather advised that we expended \$103.42 in December for the outgoing chair recognition gift and \$5,500 in November for the BarZ app renewal. Income was only from interest, with \$1,060.27 in interest paid in December 2023 and \$1,059.33 in January 2024.

**Action #7 Discuss & Approve 2024 Budget Variances**

Paul Guillory moved to approve the 2024 budget variances as presented. Geralyn Myers seconded the motion. The motion carried.

Anne Klenke advised that we needed to adjust the 2024 budget, which was approved on December 14, 2024, to show the full expense of the FHWA Public Restrooms at Holly Beach as per accounting standards and to increase the cost of re-design and printing of the revised Creole Nature Trail Experience Guide to actual estimates.

**Action #8 Approved Adoption of the Sworn Financial Statement for 2023**

Seth Woods moved to approve the Adoption of the Sworn Financial Statement for 2023. Sam Wilkinson seconded the motion. The motion carried.

Heather Savoie advised that because the District expended less than \$75,000 in 2023, we do not have to have an audit but must submit sworn financial statements signed by the chairman.

**Action #9 Discuss the Tier 2.1 Financial Disclosure Report due to the Louisiana Board of Ethics by May 16, 2024.**

Anne Klenke advised the District of the reporting deadline. She reminded the District that the failure to submit your report by the deadline could result in some substantial fines. Anne Klenke asked that district members advise her of their completion of this reporting upon doing so.

**Action #10 Individual Training Timeframe for Mandatory Ethics Training for 2024 (LA RS 42:1077A)**

Anne Klenke advised the District that under LA RS 42:1077A, all board members of boards and commissions must complete one hour of ethics training each calendar year. All training must be done online. Anne reminded the District that they needed to have their training completed before December 31, 2024, and asked that they send her a copy of their certificate of completion for our files.

**Action #11 Brochure Update**

Anne Klenke advised that the updated brochure was emailed to the board for review and also passed around a hard copy for review. All agreed that we should add a strong line about taking anything you brought with you out when you left and verbiage about being our eyes and ears if you see something, say something, and an email address for them to use.

**Action #12 Sabine NWR Litter Issue Update**

Anne Klenke advised that, per discussion at our December 14, 2023 meeting, a meeting has been set with numerous organizations/entities to address the litter issues at Sabine NWR and along the trail. The meeting will take place on Tuesday, March 12, 2024 from 1-3 pm at Creole Nature Trail Adventure Point with a Zoom option also available. Paul Guillory, Stephanie Huck and Geralyn Myers expressed interest in attending and Anne Klenke will send them the calendar invite.

**Action #13 Next board meeting at new Lighthouse Bend facility and restaurant**

Anne Klenke advised that Lighthouse Bend, including the restaurant, is now open in Cameron. This facility replaces the Jetty Pier and includes an RV park, marina, pavilion, playground, dumping station, market, and restaurant. Board members present agreed to move the April 25, 2024 meeting to April 18, 2024, so that Seth Woods would be available to attend and to hold the meeting at Lighthouse Bend, including lunch, from 1-3 pm. Anne Klenke will book this and send an updated calendar invite to all board members.

**Action #14 Adjourn**

Paul Guillory **moved to adjourn the meeting**. Seth Woods seconded the motion. The motion carried.

There being no additional business, the meeting adjourned at 2:55 p.m.

Signature of one member of the executive committee required for approval:

\_\_\_\_\_  
Wendy Harrington, Chair

\_\_\_\_\_  
Paul Guillory, Vice-Chair

\_\_\_\_\_  
Carolyn Miller, Secretary/Treasurer