

BOARD MINUTES

THE HARBOR CENTER BOARD

THURSDAY, November 13, 2025, 9AM

100 HARBOR CENTER BLVD. SLIDELL, LA 70461

The meeting was called to order at 9:00am by Board Chairman, Mr. Mark Myers.

Invocation: Mr. Don Thanars led the prayer and Pledge of Allegiance.

Ms. Victoria Paz performed roll call. Present: Grant Black, Jessica Pigott, Kevin Davis, Mark Myers, Darrell Smith, Kathleen Wilkin, Don Thanars, Eric Calvin, Greg Ireton, Glen Boyer, Troy Brackett and Linda Larkin. Absent: Donna O'Daniels, Katie Domingue. Staff present: Victoria Paz, Jessica Hester, and Judi Chase.

Approval of Agenda: Mr. Brackett moved to approve the agenda and Mr. Smith seconded with all in favor.

Approval of Minutes: Mr. Boyer moved to approve the October 2, 2025, minutes and Mr. Ireton seconded with all in favor.

Treasurer's Report: Mr. Greg Ireton gave a brief summary of the P&L Budget vs Actual Full Year report and the P&L Previous Year Comparison report. Mr. Davis moved to accept the treasurer's report and Mr. Brackett seconded with all in favor.

Old Business - None

New Business – None

General Manager's Report: Ms. Victoria Paz reported on the continuing education class she took in Baton Rouge at the state archives building, on record retention. Ms. Paz said the class was very informative and that because we are a state agency, we have the ability to store records there if needed. They can supply us with boxes for minimal cost and it's a one-time fee of \$10 per box to store records at their facility for 10 years or less. When the retention time is up, for another \$10 per box they will destroy the records. Ms. Paz said we have boxes and file cabinets with documents that need to be gone through, and this could be a good solution to free up space, if needed.

Ms. Paz then moved on to Capital Outlay stating she submitted the application with letters of support from Representatives Glorioso and Berault, and Senator Owens. This covers RTU-5 ductwork replacement, exterior doors replacement and eastern exterior EIFS wall repair, and 700 chairs for the new meeting rooms. Painting along with other smaller things will hopefully be funded by appropriations we may receive next year.

Then Ms. Paz spoke about the continuing reduction of expenses. She stated that Camellia Creek Landscape is taking over from RCI starting this month and that the quotes from Lowry-Dunham Insurance for Directors and Officers are coming in lower than we had budgeted. We have quotes from other insurance companies that should be in soon as well.

Ms. Paz then informed the Board that the Tech Committee had approved our server to be moved over to cloud services. The process has been completed and now our staff is running the same Microsoft 365 programs, and the agreement with 1UpTech includes any support we may need so they are no longer charging us on an hourly basis.

Ms. Paz noted that the Sign Committee opted to move forward with Cirrus LED for a new sign which has a zero percent interest rate. She said we will only move forward with this if we get 6 advertisers for the highway sign to offset the cost of the lease. Currently we only have Honda.

Ms. Paz reminded the Board that the election of officers is next month. We will do nominations and vote. Mr. Myers term expires at the end of the year as chairman, but he will remain on the board through his appointment expiration at the end of February 2026. She also reminded the Board to complete the ethics and sexual harassment prevention training course if they hadn't done so already.

Ms. Paz then stated that Grant writer David Kiviaho of KIISA Corporation has decided he will not be able to take any new clients in 2026, so we moved on to Dani Capestrano of DCAP Media. Ms. Paz said we are asking Ms. Capestrano to meet with Friends of the Harbor Center (FOTHHC) in December to see if she will handle some of the grant writing. Ms. Paz mentioned she is presenting this to the Board in case the Board might want to cover some of the costs if FOTHHC funds run short.

Ms. Paz moved on to say that our community event, The Senior Appreciation Luncheon on Veteran's Day, went very well, and we received great reviews from the attendees. There was music by Rockin Ron, line dancing and a delicious meal served by our police officers and fire fighters. Jessica will send a survey to the registered attendees.

Sales Report: Ms. Jessica Hester reviewed the YTD Sales Comparison by Category and the November and December bookings. She also went over Facebook growth, email marketing, and website traffic. Ms. Hester stated that our website is very outdated and we are looking to either re-build our current website or build a totally new website. She then went over the advertising revenue from our Community Partners, Digital Screens and Marquee Sign. Ms. Paz noted that as she was budgeting for 2026, the numbers showed that the meeting rooms are generating money for us.

Mr. Myers reported that he had accompanied a tour that Ms. Donna O'Daniels arranged at the Tourist Commission that had hired an international consultant company to plan for the future of tourism in St. Tammany Parish. They are interviewing the public and politicians asking what do you need, want, have. The consultants were asking questions and seemed impressed with the space we have here. Mr. Myers said he is satisfied that we have a seat at that table. Mr. Thanars asked if there was any traction on the hotel. Mr. Myers responded that the interest rates are still too high right now and they don't want to build, and we are awaiting results from a feasibility study. Mr. Black expressed concern about the deficit even though we are booked out. Mr. Myers replied that we are having a budget meeting on November 17th to address these issues.

Commissioner Comments: Mr. Myers promoted Lobby Lounge artists Amanda Shaw playing on November 20th and Hannah Belle playing on December 17th. Additionally Roman Street will start off the new year on January 20th. Mr. Myers also said that the Lobby Lounge is doing great and he is getting ready to negotiate with the sound guy for the next year.

Mr. Myers stated the next meeting is December 4, 2025.

Adjournment: Mr. Davis motioned for adjournment with Mr. Smith seconding and then all approved to adjourn.

Respectfully Submitted,
Judi Chase