

Terrebonne ARC  
Board of Directors Meeting  
Tuesday, February 9, 2021

Tracy Schwab, President, called the meeting **to order**, at 6:30 p.m. in TARC's Bayou Country Café.

Upon roll call, the Board of Directors recorded as present were Tracy Schwab-President, Karen Chauvin, Dr. Ruthanne Gallagher, Mike Allemand, Logan Aldridge, Donell Donaldson, Teresa King, Larry Pete and Richard Watkins. A **quorum was present**. Staff present were Mary L. Bisland, Patricia Chauvin, Deanna Zeringue, Herb Ledet, Rodger Shelton, Erica Pellegrin, Kristy Harson and Tiffany Brunet. Mary L. Bisland led the group in **prayer**, followed by the **pledge**.

**Approval of the Agenda**-Karen Chauvin moved, to amend the agenda, to add the purchase of the property at 311 South French Quarter Drive and a Capital Budget amendment to purchase the property.

Roll Call Vote: Tracy Schwab-yes, Karen Chauvin-yes, Dr. Ruthanne Gallagher-yes, Mike Allemand-yes, Logan Aldridge-yes, Donell Donaldson-yes, Teresa King-yes, Larry Pete-yes, Richard Watkins-yes. The roll call vote was unanimous. Motion carried.

**Purchase of the property at 311 South French Quarter Drive.**

Karen Chauvin moved, seconded Richard Watkins, to purchase the property at 311 South French Quarter Drive, not to exceed the appraisal price and to ratify Mary L. Bisland signing the contract and obtain a building inspection. Motion carried.

Richard Watkins moved, seconded by Karen Chauvin, to amend the Capital Budget, not to exceed \$158,000., to purchase the property at 311 South French Quarter Drive. Motion carried.

**Public to be Heard**- There was no public to be heard.

Dr. Ruthanne Gallagher presented the **Secretary's report of January 12, 2021**.

Larry Pete moved, seconded by Mike Allemand, to accept the Secretary's report of January 12, 2021, as presented. Motion carried.

**Renovations to the Country Store** for Buy-U-Beads were presented.

Tiffany Brunet present the drawings and plans, with the estimate of probable cost, for the renovations. The probable cost is \$378, 700.

Karen Chauvin moved, seconded by Dr. Ruthanne Gallagher, to allow the Architect to bid out the Buy-U-Beads renovation project. Motion carried.

Tiffany Brunet presented **surplus** equipment that was used in the Country Store kitchen.

Dr. Ruthanne Gallagher moved, seconded by Larry Pete, to accept the highest bid received, with no reserve, for the Country Store kitchen equipment, as presented. Motion carried.

Deanna Zeringue presented electronic equipment for **surplus**.

Mike Allemand moved, seconded by Richard Watkins, to dispose of surplus items, as presented. Motion carried.

Deanna Zeringue presented the **Audited Financial Statement** for the period ending June 30, 2020. There were no material weaknesses, deficiencies or compliance findings in the audit for the year ending June 30, 2020.

Richard Watkins moved, seconded by Mike Allemand, to accept the Audited Financial Statements for the period ending June 30, 2020, as presented. Motion carried.

Deanna Zeringue presented the **990 Engagement Letter** for Bourgeois Bennett to prepare the 990 tax-exempt return.

Richard Watkins moved, seconded by Dr. Ruthanne Gallagher, to accept the Bourgeois Bennett 990 Engagement Letter. Motion carried.

Erica Pellegrin presented an **Organizational Chart change** to add a part time food tech position to the Houma Grown department.

Karen Chauvin moved, seconded by Dr. Ruthanne Gallagher, to accept the organizational chart change. Motion carried.

An **Executive Committee meeting** was scheduled for March 4, 2021 at 8:00 a.m. to review the Executive Directors evaluation.

The **Mission Statement** was reviewed for annual approval.

Karen Chauvin moved, seconded by Richard Watkins, to approve the Mission Statement, as presented. Motion carried.

**President's Report**-The Terrebonne Parish Consolidated Government Orientation Board Manual was included in packet.

**Executive Directors Report**- Directors present reported on their Departments.

**Committee Reports:**

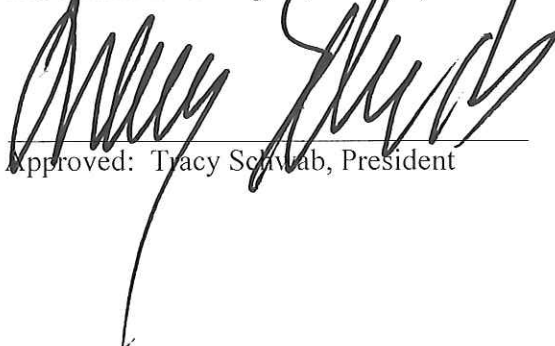
Deanna Zeringue presented the **Finance Committee report** of February 9, 2021. TARC's PPE loan was presented for forgiveness and it was granted.

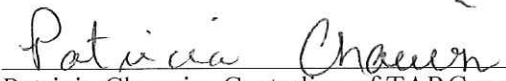
Karen Chauvin moved, seconded by Dr. Ruthanne Gallagher, to accept the Finance Committee report of February 9, 2021. Motion carried.

Karen Chauvin moved, seconded by Dr. Ruthanne Gallagher, to **adjourn**. Motion carried. The meeting adjourned at 7:45 p.m.

Respectfully Submitted,

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Dr. Ruthanne Gallagher, Secretary

  
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Approved: Tracy Schwab, President

  
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Patricia Chauvin, Custodian of TARC records  
Meeting tapes will be kept on file for six (6) years