

LOUISIANA TAX FREE SHOPPING COMMISSION

Commission Meeting

MINUTES

Tuesday August 18th, 2020

Baton Rouge, LA

9:30 A.M.

Meeting held via Zoom

Commission Members Present via Zoom: Kevin Richard, Louisiana Department of Revenue; Thomas Spiers, World Trade Center New Orleans; Doug Bourgeois, Office of the Lt. Governor, Laura Lapeze, State Treasurer's Office

LTFS Staff Present: Denise Thevenot, Executive Director, LTFS; Amy Hemphill, Accountant

1. **Call to Order**
Kevin Richard called the meeting to order at 9:31 A.M. and read the zoom public meeting instructions.
2. **Approval of Minutes of LTFS Meeting held on August 18, 2021**
Motion to approve the minutes of the July 21, 2020 commission meeting made by Laura Lapeze and seconded by Tom Spiers.
3. **Financial Statement Discussion**
Kevin Richard began the discussion by discussing the approval by Civil Service of the layoff plan. The accountant, Amy Hemphill, explained several line items showing on the profit / loss statement. Tom Spiers inquired about the maintenance costs on the July statement. This expenditure was for plexiglass at the airport. Leave payouts for employees laid off and for the retiring executive director was discussed. Mr. Richard explained that the refund centers would be closed for several weeks and would reopen in mid-September due to the layoff.
4. **Action Items**
Discussion centered around the balance in the operating account for LTFS. Motion made by Laura Lapeze to move \$150,000 from the refund account to the operating account. Motion seconded by Doug Bourgeois. Other action items tabled pending staffing decisions to be determined by Civil Service.
5. **Adjournment**
Motion to adjourn made by Laura Lapeze. Seconded by Doug Bourgeois. Meeting ended at 9:52 a.m.