

Sabine Parish Tourist & Recreation Commission  
1601 Texas Hwy  
Many, LA  
MINUTES  
February 10, 2026  
12:00 pm

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| Board Members Present:  | Board Members Absent: | Staff Present:   | Public Present: |
|---|-----------------------|--|-----------------|
| Edith Palmer<br>Mary Brocato<br>Martha Henderson<br>Suzanne Williams<br>Valerie Salter<br>Hannah Savell | Lauren Moore          | Georgia Craven<br>Krystal Sepulvado<br>Emma McElwee<br>Hunter Lewing |                 |

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Martha Henderson called the meeting of the Sabine Parish Tourist & Recreation Commission (SPTC) Board to order.

Krystal Sepulvado led the prayer and Martha Henderson the pledge of allegiance.

Martha Henderson performed a Roll Call.

**Action #1:** Suzanne Williams made a motion to approve the February 2026 agenda of the SPTC board meeting. Mary Brocato seconded the motion. No discussion. Motion carried.

No Public in Attendance

**Action #2:** Suzanne Williams made a motion to approve January 2026 minutes of the SPTC board meeting. Edith Palmer seconded the motion. No discussion. Motion carried.

**Action #3:** Suzanne Williams made a motion to approve the January 2026 financials. Mary Brocato seconded the motion. No discussion. Motion carried.

Old business included an update from Hunter regarding the year ahead look for the America 250 Events. It also included Georgia informing the board that the Ethics and Sexual Harassment training will need to be completed by mid March of each year.

New business included Georgia informing the board that she has been nominated to serve on the Louisiana Encore Commission, and confirmed to serve on the Sabine Parish Sales & Use Tax Board of Directors. New business also included voting on the 2026 Executive Committee and four resolutions

**Action #4:** Edith Palmer made a motion to approve the 2026 Executive Committee which include Lauren Moore, President, Martha Henderson, Vice President, Suzanne Williams, Treasurer, and Valerie Salter, Secretary. Hannah Savell seconded the motion. No discussion. Motion carried.

**Action #5:** Suzanne Williams made a motion to approve a resolution giving Georgia Craven, Executive Director, authority to manage the bank accounts for the Sabine Parish Tourist Commission. Authorization was also given to board members Leah Suzanne Williams and Mary Brocato. Edith Palmer seconded the motion. No discussion. Motion carried.

**Action #6:** Edith Palmer made a motion to give Georgia Craven, Executive Director authority to authorize expenditures of up to \$10,000. Mary Brocato seconded the motion. No discussion. Motion carried

**Action #7:** Suzanne Williams made a motion to give authority to Georgia Craven, Executive Director and/or Lauren Moore, President to make an application to the Louisiana Office of Tourism for grants and for the purpose of entering into contracts for said grants. Valerie Salter seconded the motion. No discussion. Motion carried.

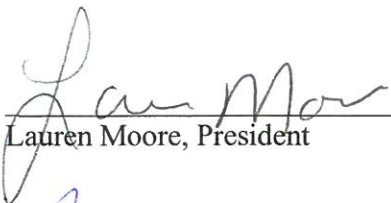
**Action #8:** Edith Palmer made a motion to authorize Krystal Sepulvado, Office Administrator and/or Georgia Craven, Executive Director authority to inquire about banking and credit card transactions, as well as resolving issues on behalf of the Commission. Valerie Salter seconded the motion. No discussion. Motion carried.

Georgia Craven gave her monthly director's report.

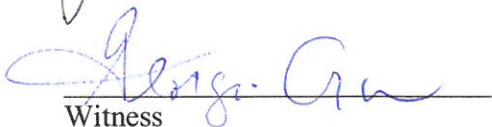
**Action #9:** Edith Palmer made a motion to accept the Director's Report. Suzanne Williams seconded the motion. No discussion. Motion carried.

The next meeting of the Sabine Parish Tourist and Recreation Commission will be held on March 17, 2026, at noon.

**Action #10:** Hannah Savell made a motion to adjourn the meeting. Mary Brocato seconded the motion. No discussion. Motion carried.

  
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Lauren Moore, President

3-17-26  
Date

  
\_\_\_\_\_  
Witness

3/18/2026  
Date