



Cameron Parish Tourist Commission
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www.visitcameronparish.org

MINUTES

The Cameron Parish Tourist Commission held a Special Session on Wednesday, September 9, 2026, at Cameron Prairie Refuge/Tourism Visitor Center. The meeting was called to order at 1:00 p.m. by Michele Long, Secretary

COMMISSIONERS PRESENT: Carolyn Miller, Chairman; Vicki Little, Vice Chairman; Michele Long, Secretary/Treasurer; Geralyn Myers

ABSENT: Susan Boudreaux, Joe Ann Labove, Mary Johnson

PUBLIC COMMENT: None

OLD BUSINESS:

Cameron Parish Tourism Visitor Center Update-Specialist Position

Motion to employ Tanya Ardoin as a Cameron Parish Tourism Visitor Center Specialist was made by Michele Long, seconded by Geralyn Myers, all in favor, motion carried.

Motion to employ Jane Richard as a PRN Cameron Parish Tourism Visitor Center Specialist was made by Michele Long, seconded by Geralyn Myers, all in favor, motion carried.

Cameron Parish Tourism Specialist Staffing and Duties Policy

The Cameron Prairie National Wildlife Refuge/Tourism Visitor Center will be open seven (7) days per week from 9:00 a.m. to 4:00 p.m. Tourism Specialist work schedules will be established to provide appropriate staffing and visitor services during these operating hours.

Cameron Parish Tourism Specialists will be paid at a rate of \$20.00 per hour. The positions will be classified as part-time, defined for purposes of this policy as employment of up to 28 hours per week per Tourism Specialist. Work schedules will be established by the Cameron Parish Tourist Commission based on the staffing, operational, and visitor-service needs of the center. Tourism Specialists shall not work more than 28 hours in any workweek unless specifically authorized by the Commission in accordance with applicable personnel and payroll policies.

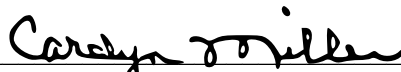
In addition to providing visitor services and assisting with the daily operation of the Visitor Center, Tourism Specialists will perform duties as designated by the Cameron Parish Tourist Commission. Such duties may include, but are not limited to:

- Managing and creating content for social media and other digital platforms;
- Creating tourism publications, brochures, flyers, promotional materials, and other informational resources;
- Preparing and distributing communications related to tourism programs, activities, and events;
- Communicating with schools, organizations, tourism partners, and other groups to schedule and coordinate field trips, educational programs, tours, and special events;
- Assisting with the promotion and coordination of festivals, community events, tourism initiatives, and outreach activities;
- Maintaining and distributing visitor and tourism information;
- Assisting with tourism-related advertising, marketing, photography, content development, and promotional campaigns;
- Collecting visitor information, maintaining records, and assisting with reports as requested by the Commission; and
- Performing other tourism-related duties and special projects as assigned by the Cameron Parish Tourist Commission.

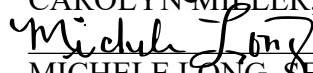
After **three months of operation**, the Cameron Parish Tourist Commission will review the staffing arrangement to evaluate visitor traffic, workload, operating hours, staffing coverage, duties performed, and the overall needs of the Visitor Center and Tourist Commission. Based on this review, the Commission may adjust the number of employees, work schedules, hours, or assigned duties as necessary to meet operational and tourism needs.

ADJOURNMENT: A motion to adjourn at 6:00 p.m. was made by Carolyn Miller, seconded by Michele Long, all in favor, motion carried.

APPROVED BY:


CAROLYN MILLER, CHAIRMAN

ATTEST BY:


MICHELE LONG, SECRETARY/TREASURER