



6000 Doug Attaway Blvd. | Shreveport, LA 71115 | P (318)524-2272 | F (318)524-2273 | port@portsb.com | www.portcb.com

MEMORANDUM

To: Commissioner Capt. Thomas F. Murphy, President
Commissioner Sam N. Gregorio, Vice President
Commissioner Rick C. Prescott, Secretary-Treasurer
Commissioner Lynn Austin
Commissioner Erica R. Bryant
Commissioner Roy Griggs
Commissioner James D. Hall
Commissioner James L. Pannell
Commissioner Steve Watkins

From: Eric England

Date: October 14, 2015

Re: **REGULAR BOARD MEETING, Thursday, October 15, 2015**

The regularly scheduled Board Meeting will be on Thursday, October 15, 2015, 4:30 p.m. in the Board Room of the Regional Commerce Center, 6000 Doug Attaway Blvd., Shreveport. A tentative agenda is attached.

Please let us know if you cannot attend the meeting. Thank you.

cc: Ms. Anne Gremillion, Daniel Strickland and Ashley Ellingsen , Gremillion & Pou,
Public Relations
Southern Strategy Group of North LA, Legislative Monitor
CBPC Staff

"The Caddo-Bossier Port Commission is an equal opportunity provider."

MEMBERS: Capt. Thomas F. Murphy, President; Sam N. Gregorio, Vice President; Rick C. Prescott, Secretary-Treasurer; Lynn Austin; Erica R. Bryant; Roy Griggs; James D. Hall; James L. Pannell; Steve Watkins



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Regular Board Meeting

Agenda

October 15, 2015, 4:30 p.m.

Regional Commerce Center, 6000 Doug Attaway Blvd., Shreveport 71115

Call to Order/Opening Remarks

Thomas F. Murphy

Pledge of Allegiance

Rick C. Prescott

Roll Call

Eric England

Public Comment/Introduction of Guests

Thomas F. Murphy

*Approval of Special Board Meeting Minutes of September 17, 2015

Rick C. Prescott

*Approval of Regular Board Meeting Minutes of September 17, 2015

Rick C. Prescott

*Approval of September 2015 Financials

Rick C. Prescott

UNFINISHED BUSINESS:

*MBE Committee Report of September 17, 2015

James L. Pannell

*Personnel Committee Report of October 5, 2015

Erica R. Bryant

*Marketing Committee Report of October 5, 2015

Rick C. Prescott

*Operations Committee Report of October 5, 2015

Sam N. Gregorio

NEW BUSINESS:

• Rs. No. 16, 2015, Appreciation - Ernest Baylor, Jr.

Eric England

• Public Notice and Announcement – Port Property Tax

Eric England

• Authorization – Bid Stevedore Office

Eric England

• Employee Handbook Section 9.1 Travel Policy - Requirements for Itemized Receipt

Eric England

• Job Descriptions

Eric England

Executive Port Director

Director of Legal Affairs

Legal Administrator and Records Retention Manager

Deputy Port Director/Director of Business Development

Operations Administrator

Regulatory Compliance Administrator

Operations Manager

Port Director's Report

Eric England

Adjournment

Thomas F. Murphy

Next Regularly Scheduled Meeting: Thursday, November 19, 2015, 4:30 p.m.

6000 Doug Attaway Blvd., Shreveport, LA 71115

Executive Committee Meeting, November 9, 10:00 a.m.

Marketing & Operations Committee Meetings, November 9, 2015, Noon

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