

Albany Convention and Visitors Bureau, Inc.
Board of Directors
 May 31, 2018
 1:30 p.m.
 112 N. Front Street, Albany GA 31701

Member Attendance

Name	Term Ends	5/8/18	5/31/18										
Morgan Burnette	6/30/20	Y	Y										
Linda Davis	6/30/19	Y	E										
Sheri Gordon	6/30/21	Y	Y										
Tommy Gregors	6/30/21	Y	Y										
Jim Hendricks	6/30/20	Y	Y										
Joel Holmes	6/30/21	Y	Y										
Jaye Lomax	6/30/20	Y	Y										
Billy Mann	6/30/19	Y	E										
Bobby McKinney	6/30/19	Y	Y										
Mike McCoy	n/a												
Sharon Subadan	n/a	Y	Y										
Rashelle Beasley	Staff	y	Y										
Mary Ligon	Contractor	y	Y										

Per the bylaws, "If any member of the Board, other than the City Manager or County Administrator, misses two (2) consecutive meetings of the Board, or a total of three (3) meetings of the Board during any fiscal year, he/she is automatically removed from the Board. Such removal will be part of the Board's minutes."

Item	Discussion	Action	Results/Followup
Meeting began at 2:00			
Approval of Minutes	Bobby asked for motion to approve the minutes.	Sharon moved to approve the minutes as submitted; Jim second. Motion carried unanimously	

Facility Contract	County approved contract, we have the originals Bobby has signed them, Rashelle will take them to the county for final signatures. The contract is 10 years with renewal every year with \$10 annual rent payment.		
Health Insurance	Mary briefed the board on linkages to the Chamber via contracted services which will give us common control to keep current plan. Sharon offered up Decisely with who the city uses as a broker, Mary has spoken with Fleming and Riles, and asked Moulton & Hardin for a quote.		Rashelle and Mary will work with the different brokers for an insurance quote to bring back to the board
Accounting/HR Proposals	Received 2 nd response from the Chamber, waiting for Moulton & Harden, Bill McDaniel, and Taylor Chandler to respond. Mary spoke with Draffin & Tucker. Rashelle reported due to the number of employees it might be an option to keep some Human Resource functions such as employee onboarding in house.		The accounting/HR proposal decision was tabled. Board will wait for the responses from the other agencies.
501c6 Application Process	Mary reported we are still in process with the finalizing the application process with Mauldin and Jenkins. The CVB assets are being compiled for them to be transferred from the Chamber through a Bill of Sale.		Mary, Rashelle, and Nathan will continue to work with Mauldin and Jenkins.
Draft operating Policies and Procedures/Employee Manual outline	Rashelle has drafted an employee manual for a committee to review and make recommendations.	Tommy, Joel, and Sheri volunteered to be the committee to review	Rashelle will send the employee manual outline for review.
Banking Services	Our accounts are currently at SB&T, Flint and Renaissance. Mary reviewed the options of AB&T, SB&T and Flint Community Bank. All of which seemed to offer the same benefits, but AB&T does have a downtown drive-thru and night deposit. Tommy asked we remember to ask for Nonprofit courtesies.	Tommy motioned for AB&T to be our operations account. Seconded by Sharon. Motion carried unanimously	Our current reserve accounts will stay with Flint Community and Renaissance, we will need to just transfer to the Albany CVB.
Contract for Executive Director	Sharon has a draft of the contract used by others also using salary study from city and international tourism organization.		Sharon will forward the contract to Sherie and Bobby for review. Sharon also asked for Rashelle's current plan to be sent to her.
Open Meetings Training	Tommy reviewed the Open Meeting laws with everyone to ensure we were operating by the law.		We have a Board page on the website with all of the meeting dates and times and the minutes from the meeting.
RFP Contracted Services	Discussed the proposals from Crown Networking and CTSI for the phone, internet and IT services.	Motion by Tommy to contract with CTSI, second by Sherie. Motion carried unanimously	Explore cloud based opportunities versus in house server. Rashelle will come back to the board should a server need to be purchased.
Bylaw Amendment	Mary recommends an amendment to the bylaws as follows: The CVB shall use its funds only to	Motion by Sherie to accept the amendment as	

	accomplish the objectives and purposes specified in these bylaws, and no part of said funds shall inure, or be distributed, to the members of the Board.	stated, second by Jim motion carried unanimously.	
Future Items	Sherie asked about the budget needing to be amended, Sharon suggested we wait for all of the proposals, and move for executive session at the next meeting to discuss Executive Director.		Rashelle will put together an amended budget to review with the Treasurer and submit to the Board once all the numbers are final for services, employees, and other operating expenses.
Next Meeting	Reschedule the June 21 st meeting to Thursday June 14 1:00PM		

Respectfully submitted by: _____

Date: _____