

Albany Convention and Visitors Bureau, Inc.
Board of Directors
 May 8, 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 | | | | | | | | | | | |
| Linda Davis | 6/30/19 | Y | | | | | | | | | | | |
| Sheri Gordon | 6/30/21 | Y | | | | | | | | | | | |
| Tommy Gregors | 6/30/21 | Y | | | | | | | | | | | |
| Jim Hendricks | 6/30/20 | Y | | | | | | | | | | | |
| Joel Holmes | 6/30/21 | Y | | | | | | | | | | | |
| Jaye Lomax | 6/30/20 | Y | | | | | | | | | | | |
| Billy Mann | 6/30/19 | Y | | | | | | | | | | | |
| Bobby McKinney | 6/30/19 | Y | | | | | | | | | | | |
| Mike McCoy | n/a | | | | | | | | | | | | |
| Sharon Subadan | n/a | Y | | | | | | | | | | | |
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| Rashelle Beasley | Staff | y | | | | | | | | | | | |
| Mary Ligon | Contractor | 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 |
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| Meeting began at 1:30 | | | |
| Introductions | | | |

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| Board Orientation | Presentations given by: <ul style="list-style-type: none"> • Rashelle Beasley – Tourism in Albany • Tyler Reinagel, DCA – Hotel Motel Tax • Laura Hicks, Stamp Ideas – Current CVB Marketing Plan The meeting notice to board members included as reference 3 documents related to their role as a nonprofit board member. | | |
| Adoption of Bylaws | Mary reported the bylaws have been approved by the City Commission and now need to be adopted by this board. One typo correction to be made in what was sent out and that is to correct the date of term ending for Jim Hendricks which should be 6/30/20 instead of 6/19/20. | Motion by Bobby McKinney and 2 nd by Sharon Subadan to approve the bylaws. Motion carried unanimously. | Mary will correct the typo on term for Jim Hendricks and on this item: G. Seven (7) members of the Board shall <i>constitute</i> a quorum. No vacancy on the Board shall impair the right of the quorum to exercise all of the rights and perform all of the duties of the Board |
| Election of Officers | Mary Ligon announced the bylaws call for a board chair, vice chair and secretary/treasurer. Nominations were made for each of the offices. | Motion by Jim Hendricks and 2 nd by Linda Davis to elect Bobby McKinney as Chair. Motion carried unanimously. Motion by Jim Hendricks and 2 nd by Joel Holmes to elect Sherie Gordon as Vice Chair. Motion carried unanimously. Motion by Joel Holmes with 2 nd by Jim Hendricks to elect Sharon Subadan as Secretary/Treasurer. Motion carried unanimously. | |
| Budget | Rashelle presented proposed budget for FY19 and FY20. | Motion by Tommy Gregors with 2 nd by Jim Hendricks. To adopt the budget for 501(c)(6) purposes. Details | Mary will provide adopted budget to Meredith Lipson with Mauldin and Jenkins who is preparing the 501(c)(6) application. |

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| | | reviewed at next meeting. Motion carried unanimously. | |
| Facility Contract | Mary reported existing contract between the Chamber and County expires this month. At the request of the County Attorney, Spencer Lee, she has prepared a lease contract for the Welcome Center facility for presentation and request to the County at their work session on Monday, May 14 th . | Motion by Tommy Gregors with 2 nd by Jim Hendricks. Motion carried unanimously. | Mary will send Articles of Incorporation, Bylaws and lease contract to Spencer Lee for the County's agenda package. |
| Insurance | Rashelle reported that currently she had one proposal for general liability and Directors and Officers insurance which was used for the budget. | | |
| Employee benefits | Rashelle reported on email indicating current health insurance benefits could continue in association with the chamber. Tommy had conflicting information. Rashelle explained that the 401K benefits could be continued as they are now by membership in the ACCE. That membership cost is in the budget. | Consensus to investigate further. | Tommy |
| Van | Mary reported that there will need to be a transfer of ownership of the van from the Chamber to the CVB | | Future task and agenda item |
| Contract for Services | Rashelle distributed the proposal from the Chamber for services they have been providing to the CVB. | After discussion, consensus was that more detail was needed on the Chamber proposal and additional proposals should be solicited through a RFP. | Tommy, Sherie and Sharon |
| Other items | Mary Ligon provided a list of other items that will need action in the future: <ul style="list-style-type: none"> • New bank accounts and signature cards • Operating Policy and Procedures manual including: <ul style="list-style-type: none"> ○ Employee handbook ○ Board member application process ○ Committee descriptions for Sports Marketing and Hospitality | | Mary will solicit information from AB&T and Flint Community Bank as local providers for banking services. Mary will create Operating Policy and Procedures document to be added to and revised as the board determines. |

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| | <ul style="list-style-type: none"> ○ Board Governance ○ Financial policies including reserve policy ● Open record/Open meeting training is needed for Board members ● Draft contract for the Executive Director needs to be prepared and presented to the Board for consideration | | <p>Tommy Gregors</p> <p>Executive Committee</p> |
| Next meeting | | Set for Thursday, May 31 st at 3pm. | |
| Adjourned at 4:40 | | | |

Respectfully submitted by: _____

Date: _____