

Albany Convention and Visitors Bureau, Inc.
Board of Directors
 June 14, 2018
 3:00 p.m.
 112 N. Front Street, Albany GA 31701

Member Attendance

| Name | Term Ends | 5/8/18 | 5/31/18 | 6.14.18 | | | | | | | | | | |
|------------------|------------|--------|---------|---------|--|--|--|--|--|--|--|--|--|--|
| Morgan Burnette | 6/30/20 | Y | Y | Y | | | | | | | | | | |
| Linda Davis | 6/30/19 | Y | E | E | | | | | | | | | | |
| Sheri Gordon | 6/30/21 | Y | Y | Y | | | | | | | | | | |
| Tommy Gregors | 6/30/21 | Y | Y | Y | | | | | | | | | | |
| Jim Hendricks | 6/30/20 | Y | Y | Y | | | | | | | | | | |
| Joel Holmes | 6/30/21 | Y | Y | Y | | | | | | | | | | |
| Jaye Lomax | 6/30/20 | Y | Y | Y | | | | | | | | | | |
| Billy Mann | 6/30/19 | Y | E | E | | | | | | | | | | |
| Bobby McKinney | 6/30/19 | Y | Y | Y | | | | | | | | | | |
| Mike McCoy | n/a | | | | | | | | | | | | | |
| Sharon Subadan | n/a | Y | Y | Y | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| Rashelle Beasley | Staff | y | Y | Y | | | | | | | | | | |
| Mary Ligon | Contractor | y | 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 1:00 | | | |
| Approval of Minutes | Bobby asked for motion to approve the minutes. | Sharon moved to approve the minutes as submitted; Jim second. Motion carried unanimously | |

| | | | |
|--|--|--|--|
| Health Insurance Information | Rashelle presented the only proposal submitted which was from decisely, with a recommendation of the Choice Plus Advanced, which is closest to the current plan and cost effective | Sharon motioned to approve the recommendation, Sherie seconded. Motion carried unanimously. | Rashelle will follow up with decisely to move forward with open enrollment. |
| Accounting/HR Request for Proposals | Rashelle presented three proposals from Taylor Chandler, Bill McDaniel, and the Albany Area Chamber of Commerce asked to submit a revised proposal by the Chairman. Recommendation was made to accept the Chambers proposal to keep some continuity with the current accounting process. | Jim motioned to approve the recommendation, Tommy seconded. Motion carried unanimously. | Rashelle notify and work with the Chamber on the transition. |
| 501c6 Application Process | Need to transfer assets after June 30 th per Nathan Davis, AB&T account will be set up for the transaction in July. We have up to 24 months to complete this process. Nathan has developed the contract for the contract of assets | | Rashelle will follow up with Mauldin and Jenkins to keep the process moving. |
| Draft operating Policies and Procedures/Employ ee Manual outline | Draft was sent to the Tommy, Sherie and Joel. Edits are being made to make sure we follow the Drug Free work place. | | Committee will continue to make improve |
| Banking Services | Account at AB&T will be set up. Flint Community Bank and Renaissance Bank need to be transferred over. . | | Rashelle will work with Lovick to transfer the all accounts to the Albany CVB. |
| New Item: | | | |
| Business Insurance | Copeland Insurance has submitted the bid for BOD, Automotive, Umbrella, and liability. We are waiting on Fleming who needed more information. | Sherie made the motion for Rashelle to make the decision based on lowest bid. Tommy second. Motion carried unanimously | Rashelle will follow up with Fleming for their proposal and decide on the lowest bidder. |
| Future agenda items | Sharon asked for Wayfinding signage, Lime bicycle program, to which Rashelle responded her immediate finding was they were only looking at North Georgia right now. Sherie asked for Strategic Priorities and Committee Structures | | Rashelle will compile wayfinding signage information, |
| Directors Report | Rashelle notified the group she hired a new Sales Manager Candice Franklin. She is local and has great knowledge of Albany and the industry. | | |
| Executive Session | Discussion of personnel matters. All staff and visitors asked to exit the room. | Motioned moved by Sharon to go into executive session to discuss personnel. Sherie second. Each board | |

| | | | |
|--------------------|-----------------------------------|---|--|
| | | member voted yes for a unanimous motion | |
| Directors Contract | Coming out of Executive Session. | Jim motioned to offer the Executive Directors contract with amendment to Rashelle Beasley. Jaye second. Motioned carried unanimously. | |
| Adjournment | Next meeting July 19, 2018 3:00PM | Sharon motioned to adjourn, second by Jim. Motioned carried unanimously. | |

Respectfully submitted by: _____

Date: _____