DURHAM Convention & Visitors Bureau

FISCAL YEAR 2011-2012

MINUTES

No Meeting Held in
July 2011

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MINUTES

Durham Convention & Visitors Bureau
Tourism Development Authority Meeting
101 East Morgan Street
Tuesday, August 23, 2011, 3:00 PM

Board Present

Cora Cole-McFadden
Deanna Crossman
Wib Gulley
Brenda Howerton
Bill LeFevre
Mary Simpson
Carl Webb

Board Absent

Newman Aguiar
Brian Lawson
Ron Hunter
Scot Selig

Staff Present

Shelly Green
E'Vonne Coleman-Cook

At 3:10 p.m., Chairman Wib Gulley called the meeting to order. The Board took the following actions:

- Reviewed, discussed and accepted the Presidents Progress Report (attached).
- Voted to approve the minutes of the June 28, 2011 meeting (attached).
- Voted to accept the Financial Status Report as of July 31, 2011 (attached).
- Reviewed, discussed and accepted a report on the status update of the Triangle Regional Film Commission
- Reviewed and discussed adding an educational component to future meetings to learn more about things happening in Durham that related to DCVB's mission and to strengthen relationships with key partners. The board asked staff to develop criteria for how this would work.

At 4:45 p.m., Chairman Gulley adjourned the meeting.

Respectfully Submitted,

Deanna Crossman
Secretary/Treasurer
Tourism Development Authority

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Durham Convention & Visitors Bureau
Tourism Development Authority Meeting
101 East Morgan Street
Tuesday, September 27, 2011, 3:00 PM

Board Present

Newman Aguiar	Deanna Crossman	
Summer Bicknell	Wib Gulley	Scott Selig
Cora Cole-McFadden	Ron Hunter	Carl Webb

Board Absent

Brenda Howerton   Bill LeFevre   Mary Simpson

Staff Present

Shelly Green   E'Vonne Coleman-Cook

At 3:10 p.m., Chairman Wib Gulley called the meeting to order. The Board took the following actions:

- Chairman Gulley welcomed Summer Bicknell to the Board.
- Reviewed, discussed and accepted the Presidents Progress Report (attached).
- The Board commended staff on earning four destination marketing achievement awards from Destination Marketing Association of NC, and the CEO, who was the recipient of the Bill Sharpe Public Service Award from the NC Travel Industry Council.
- Voted to approve the minutes of the August 23, 2011 meeting (attached).
- Voted to accept the Financial Status Report as of June 30, 2011 & August 31, 2011 (attached).
- Reviewed, discussed and accepted criteria for educational sessions at future meetings.
- Reviewed the process and timeline for the President & CEO Performance Evaluation (attached).

At 4:20 p.m., Chairman Gulley adjourned the meeting.

Respectfully Submitted,

Deanna Crossman
Secretary/Treasurer
Tourism Development Authority

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Durham Convention & Visitors Bureau
Tourism Development Authority Meeting
101 East Morgan Street
Tuesday, October 25, 2011, 3:00 PM

Board Absent

Newman Aguiar	Wib Gulley	Bill LeFevre
Summer Bicknell	Brenda Howerton	Scott Selig
Cora Cole-McFadden	Ron Hunter	Mary Simpson
Deanna Crossman		

Board Absent
Carl Webb

Staff Present
Shelly Green E'Vonne Coleman-Cook

Guests Present
Jim Winston and Jeremy Edmunds, Winston, Williams, Creech, Evans & Company, LLP

At 3:06 p.m. Chairman Wib Gulley called the meeting to order. The Board took the following actions:

- Reviewed, discussed and accepted the Presidents Progress Report (attached).
- Voted to approve the minutes of the September 27, 2011 meeting (attached).
- Voted to accept the Financial Status Report as of September 30, 2011 (attached).
- Voted to accept the pre-NCLGC draft of the annual financial audit from Winston, Williams, Creech, Evans, & Company, LLC, CPA (attached). Received favorable comments from auditors regarding DCVB's staff and the Bureau's improved financial position.
- Reviewed the tutorial on conducting the President's Performance Evaluation.
- Voted to approve a bank resolution to open a new checking account at Key Source Bank and to transfer existing assets into the new account.
- Discussed and provided input to staff on the honorees for the Annual Tribute Luncheon.

At 4:38 p.m., Chairman Gulley adjourned the meeting.

Respectfully Submitted,

Deanna Crossman
Secretary/Treasurer

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Durham Convention & Visitors Bureau
Tourism Development Authority Meeting
101 East Morgan Street
Tuesday, December 6, 2011, 3:00 PM

Board Present

Newman Aguiar	Wib Gulley	Scott Selig
Summer Bicknell	Brenda Howerton	Mary Simpson
Cora Cole-McFadden	Ron Hunter	Carl Webb
Deanna Crossman		

Board Absent
Bill LeFevre

Staff Present

Shelly Green   E'Vonne Coleman-Cook

At 3:10 p.m., Chairman Wib Gulley called the meeting to order. The Board took the following actions:

- Reviewed, discussed and accepted the Presidents Progress Report (attached).
- Voted to approve the minutes of the October 25, 2011 meeting (attached).
- Voted to accept the Financial Status Report as of October 31, 2011 (attached).
- Voted to move to executive session at 3:40 p.m. as permitted by GS 143-318: (a) to discuss personnel issues (conduct the annual performance evaluation of the CEO).
- Voted to return to regular session at 4:10 p.m.

At 4:30 p.m., Chairman Gulley adjourned the meeting.

Respectfully Submitted,

Deanna Crossman
Secretary/Treasurer

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Durham Convention & Visitors Bureau
Tourism Development Authority Meeting
101 East Morgan Street
Tuesday, January 24, 2012, 3:00 PM

Board Present

Newman Aguiar	Wib Gulley	Scott Selig
Summer Bicknell	Brenda Howerton	Mary Simpson
Cora Cole-McFadden	Ron Hunter	Carl Webb
Deanna Crossman	Bill LeFevre	

Staff Present

Shelly Green	E'Vonne Coleman-Cook

At 3:05 p.m., Chairman Wib Gulley called the meeting to order. The Board took the following actions:

- Reviewed, discussed and accepted the Presidents Progress Report (attached).
- Voted to approve the regular and executive session minutes of the December 6, 2011 meeting (attached).
- Voted to accept the Financial Status Report as of November 30 & December 31, 2011 (attached).
- Voted to approve the Reallocation Budget for 2011-12 (attached).
- Discussed implementing a cash reserve policy and instructed staff to draft wording for the board's review.

At 4:25 p.m., Chairman Gulley adjourned the meeting.

Respectfully Submitted,

Deanna Crossman
Secretary/Treasurer

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Durham Convention & Visitors Bureau
Tourism Development Authority Meeting
101 East Morgan Street
Tuesday, February 28, 2012, 3:00 PM

Board Present

Newman Aguiar	Brenda Howerton	Scott Selig
Cora Cole-McFadden	Ron Hunter	Mary Simpson
Deanna Crossman	Bill LeFevre	Carl Webb
Wib Gulley		

Excused Absence
Summer Bicknell

Staff Present

Shelly Green   E'Vonne Coleman-Cook

At 3:10 p.m., Chairman Wib Gulley called the meeting to order. The Board took the following actions:

- Reviewed, discussed and accepted the Presidents Progress Report (attached).
- Voted to approve the meeting minutes of January 24, 2012 (attached).
- Voted to amend the financial policies with a statement about maintaining a minimum cash reserve (attached).
- Voted to accept the Financial Status Report as of January 31, 2012 (attached).
- Approved a resolution asking Governor Perdue to halt the temporary rules related to Senate Bill 183 and asking the DOT to hold additional public hearings about these rules (attached).
- Reviewed a request from the Durham Convention Center Authority to be granted an ex-officio seat on DCVB's Board. Gave direction to staff on responding and requested that this item be added to the March agenda for full discussion.

At 4:15 p.m., Chairman Gulley adjourned the meeting.

Respectfully Submitted,

Deanna Crossman
Secretary/Treasurer

MINUTES

Durham Convention & Visitors Bureau
Tourism Development Authority Meeting
101 East Morgan Street
Tuesday, March 27, 2012, 3:00 PM

Board Present

Newman Aguiar	Deanna Crossman	Ron Hunter
Summer Bicknell	Wib Gulley	Bill LeFevre
Cora Cole-McFadden	Brenda Howerton	Carl Webb

Absent

Scott Selig — Mary Simpson

Staff Present

Shelly Green — E'Vonne Coleman-Cook

At 3:10 p.m., Chairman Wib Gulley called the meeting to order. The Board took the following actions:

- Reviewed, discussed and accepted the Presidents Progress Report (attached).
- Thanked staff for their partnership with NCCU and commended them for the positive media attention it garnered.
- Agreed to expand the list of invited guests to future DCVB Board Meetings to include Reverend Cousins (Durham Committee), Fred Foster (NAACP), Christopher Gergen (Bull City Forward), and Luis Pastor (Latino Community Credit Union).
- Voted to approve the meeting minutes of March 27, 2012 (attached).
- Appointed Newman Aguiar and Deanna Crossman to a committee to review the CEO evaluation process.
- Received an update from the CEO on the purchase of the building.
- Voted to accept the Financial Status Report as of March 31, 2012 (attached).
- Discussed the current Board composition and a request by the Convention Center Authority Chair for an ex officio seat on DCVB's Board. The Board was not in favor of expanding board membership at this time and recommended the Chair and CEO discuss this matter with the two managers and to suggest revisiting this at the next Joint City-County Committee Meeting. The Board also encouraged the CEO to invite the Convention Center Authority Chair to future meetings and offer to provide the Board preparation materials as well.

At 4:05 p.m., Chairman Gulley adjourned the meeting and encouraged board members to participate in a meet and greet with all staff members.

Respectfully Submitted,

Deanna Crossman
Secretary/Treasurer

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Durham Convention & Visitors Bureau
Tourism Development Authority Meeting
101 East Morgan Street
Tuesday, April 24, 2012, 3:00 PM

Board Present

Newman Aguiar	Deanna Crossman	Bill LeFevre
Summer Bicknell	Wib Gulley	Scott Selig
Cora Cole-McFadden	Ron Hunter	Mary Simpson

Absent
Brenda Howerton
Carl Webb

Staff Present
Shelly Green E'Vonne Coleman-Cook

Guests
Patrick Byker, Convention Center Authority Mike Ruffin, County Manager
Lee Worsley, Deputy County Manager Marqueta Welton, Deputy County Manager
Rosemarie Kitchin, Convention Center Authority

At 3:05 p.m., Chairman Wib Gulley called the meeting to order. The Board took the following actions:

- Reviewed, discussed and accepted the Presidents Progress Report (attached).
- Voted to approve the meeting minutes of April 24, 2012 (attached).
- Voted to accept the Financial Status Report as of April 24, 2012 (attached).
- Approved a bank resolution from M&F Bank to open a new account.
- Received remarks from Mike Ruffin, Durham County Manager about the County's Strategic Plan.
- Appointed Ron Hunter and Mary Simpson to the Nominating Committee to devise a slate of officers for the 2012-13 fiscal year, which will be presented to the board at the June meeting.

At 4:20 p.m., Chairman Gulley adjourned the meeting.

Respectfully Submitted,

Deanna Crossman
Secretary/Treasurer

MINUTES

Durham Convention & Visitors Bureau

Tourism Development Authority Meeting

101 East Morgan Street
Tuesday, May 22, 2012, 3:00 PM

Board Present

Newman Aguiar
Summer Bicknell
Cora Cole-McFadden
Deanna Crossman
Wib Gulley
Brenda Howerton
Ron Hunter
Bill LeFevre
Carl Webb

Absent

Mary Simpson
Scott Selig

Staff Present

Shelly Green
E'Vonne Coleman-Cook

Guests

Rosemarie Kitchin, Convention Center Authority
Dawn Paffenroth, Convention Center Authority
Hank Scherich, Measurement, Incorporated

At 3:05 p.m., Chairman Wib Gulley called the meeting to order. The Board took the following actions:

- Reviewed and discussed the President's Progress Report.
- Voted to approve the minutes of the April 24, 2012 meeting (attached).
- Voted to accept the Financial Status Report as of April 30, 2012 (attached).
- Reviewed and discussed the Preliminary budget for 2012-13
- Received remarks from Hank Scherich, President, Measurement, Inc. about the Proposal to the BID Tax for Downtown Durham.
- Requested that staff invite Jennifer Nobel, General Manager of the Durham Convention Center to make a presentation at an upcoming meeting.

At 4:30 p.m., Chairman Gulley adjourned the meeting.

Respectfully Submitted,

Deanna Crossman
Secretary/Treasurer

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MINUTES

Durham Convention & Visitors Bureau
Tourism Development Authority Meeting
101 East Morgan Street
Tuesday, June 26, 2012, 3:00 PM

<u>Board Absent</u>

Deanna Crossman	Ron Hunter	Mary Simpson
Summer Bicknell	Wib Gulley	Bill LeFevre
Cora Cole-McFadden	Brenda Howerton	Carl Webb

<u>Board Absent</u>

Scott Selig	Newman Aguiar	Wib Gulley

<u>Staff Present</u>

Shelly Green — E'Vonne Coleman-Cook

<u>Guests</u>

Rosemarie Kitchin, Convention Center Authority — Rob Shoaf, Triangle Film Commission
Lynn Minges, Assistant Secretary of Commerce

At 3:10 p.m. in the absence of the Chair and Vice Chair, and with the approval of the board, Past President Ron Hunter called the meeting to order. The Board took the following actions:

- Opened and closed the Public Hearing on the FY 2012-2013 Budget.
- Reviewed and discussed the Presidents Progress Report (attached).
- Voted to approve the meeting minutes of May 22, 2012 (attached).
- Received remarks and a presentation from Lynn Minges, Assistant Secretary for Tourism, Marketing and Global Branding in the NC Department of Commerce about tourism marketing activities for the state (attached).
- Voted to accept the Financial Status Report as of May 31, 2012 (attached).
- Discussed and approved the 2012-13 Marketing Blue Print Goals for 2012-13 (attached).
- Voted to adopt the FY 2012-13 Budget (attached).
- Received a report from the CEO Evaluation Committee that they had met and would likely have a formal recommendation at the August 28 meeting.
- Received a report from the nominating committee and voted unanimously to elect the slate of 2012-13 officers presented: Chairman – Wib Gulley, Vice Chairman - Newman Aguiar, and Secretary/Treasurer – Deanna Crossman.
- Voted to cancel the TDA meeting scheduled for July 24, 2012.

At 4:10 p.m. the meeting was adjourned.

Respectfully Submitted,

Deanna Crossman
Secretary/Treasurer
Tourism Development Authority