

Approved June 3rd 2015 Minutes

Date: June 3rd 2015 (Rescheduled from May 21st 2015)

Time: 12:00pm

Location: The Bechtler House

Members Present: Amy Bridges, Dan Hegeman, Dawn Hemmelgarn, Denise Holland, Don Cason, Richard Lundy, Willard Whitson

Members Absent: Jamie Harris, Jeff Bradley

Ex-Officios Present: Eddie Holland, Paula Roach

Ex-Officios Absent: ---

TDA Staff Present: Karen Robinson, Michelle Whitaker, Taylor Hardin

Meeting Called To Order At: 12:11 pm

Addition To Agenda: ---

Motion To Adopt Agenda: First - Richard Lundy; Second - Dan Hegeman

Motion Passed.

Motion To Approve Prior Minutes As Amended: First - Amy Bridges; Second - Richard Lundy

Motion Passed.

Executive Director Report

- Budget Preparation – Closing out this Fiscal Year and starting 2015-2016
- Policy – Continued to review TDA Policies
- Began work on new organizational spreadsheet system; worked with administrative assistant to finalize the workflow calendar
- Staffing – Closely reviewed staffing needs at the Welcome Center for a feasible/permanent solution; worked at desk there as well for two Sundays
- Training – Went with new staff on a Familiarization Tour of Rutherford County
- North Carolina Travel and Tourism Quarterly Meeting – Reports from VisitNC/EDPNC Director Wit Tuttle, NC Visitor Services Update Occupancy Tax Legislations current before the General Assembly, Subcommittee formed to work with NC School of Government to develop law clarification

- Asheville Tourism - Met with Asheville Tourism Director, Stephanie Brown to discuss partnerships and best practices
- VIN - Info - Gimme-a-Sign factory tour of Wayfinding sign producer
- TIEC - Attended gathering of five-county tourism and EDC leadership and partnership meeting
- Development - Fielded questions from interested business entities; met with county manager to review related items
- Stakeholders - Met with several commerce leaders regarding joint projects

Project Manager Updates:

- Attended North Carolina Travel and Tourism Quarterly Meeting
- Participated in County Familiarization Tour
- Purchases for the Welcome Center
 - Smoker's Stand
 - Water Cooler
 - People Counter has arrived
 - Display area for Food and Farm
 - Ordered brochure racks to check quality for replacing plastic holders at WC
- Flooring Update
 - One skim coat is on, there is a need for a second.
 - After skim is dry, stain will go on, with the breathable sealer and wax to follow
- Other
 - Working closely with Graphic Designer for new maps at the WC, and misc. signage
 - Designing and pricing new name tags for staff and volunteers
- Periodic training of new Administrative Assistant

Other Business:

- Closed Session For Personnel G.S. 143-318.11.a.6. No Action Taken in Closed Session.
- New Board Members- Diane, Barbara and Willard.

- Diane Barrett- Took one of two vacant seats. Active Immediately.
- Willard Whitson - Executive Director of Kid Senses. Took one of two vacant seats. Active immediately.
- Barbara Meliski- To replace Denise Holland- Active July 1.

Topics:

- By-Laws: Motion to accept as amended, with exception of correction to Article 3 section 3. Vote: 1st- Dan 2nd- Denise. Motion Passed.
- Finance Report: Michelle. Line Item transfer to make salary for full-time position(37.5 hours). Line Item Transfer: \$2,000 from Utilities: 70-6520-331-00-000 and \$2,000 from Rent of Equipment: 70-6520-431-00-000 for a total of \$4,000 to Salary: 70-6520-121-00-000. Motion- Dan. 2nd- Denise. Motion Passed.
- Finance Report with Budget discussion: 1st: Richard 2nd: Dan. Motion Passed.
- Dan Discussed the VIN Wayfinding meeting.
- Richard discussed the TAF and their updates.
- All Items on agenda complete.
- Meeting adjourned: 1:43

Date, Time and Location of next Tourism Development Authority Board Meeting: June 18th, 2015 at 12 pm; Bechtler House