

State of Texas

County of Potter

City of Amarillo

MINUTES

On the 1st day of October 2020, the Convention and Visitor Bureau Board met at 8:30 AM in the Hospitality Room of the Amarillo Civic Center Complex, 401 S. Buchanan.

Voting Member	Present	No. Meetings Held	No. Meetings Attended
Angela Knapp Eggers	Y	1	1
Vic Ragha	Y	1	1
Phyllis Nickum	Y	1	1
Beth Duke	Y	1	1
Bobby Lee	Y	1	1
Christy King	Y	1	1
Diane Baker	Y	1	1
Elaine Hays	Y	1	1
Jason Fenton	Y	1	1
Payal Nathu	Y	1	1
Sherman Bass	Y	1	1

Also present were Floyd Hartman, Director of Capital Projects & Development Engineering, Brian McWilliams, City Attorney, Leslie Schmidt, Sr. Assistant City Attorney, and CVB staff Kashion Smith, Stephanie Andrews, Braley Hand, Hope Stokes, Mary Ramirez.

ITEM 1: Call to Order. Kashion Smith called the meeting to order and welcomed everyone to the first meeting of the Convention and Visitor Bureau.

ITEM 2: Public Forum. There were no comments.

ITEM 3: General announcements from the Board of Directors.

Beth Duke announced that the first performance of Jazztober will be October 6th and will continue each Tuesday in October. Center City will have a Harvest Market on October 10th at the Santa Fe Depot from 10AM to 2PM.

Elaine Hays encouraged everyone to visit www.conversationciviccenter.com for accurate information as election day is only a month away.

Kashion Smith went over some of the inserts in each board member's binder such as Alphabet Soup and information on Hotel Occupancy Tax.

ITEM 4: Notice: All board members to submit Open Meetings Act Training. Kashion Smith reminded everyone that since we are a tax-funded organization, it is required to take the Open Meetings Act training. A link to the training video will be sent out. She asked that those who have not already done so, submit their certificate to the CVB office.

ITEM 5: Officer Elections. A slate of officer needs to be established in order to move forward. Kashion Smith recommended the following slate: President – Angela Knapp Eggers, Vice President – Vic Ragha, Treasurer – Phyllis Nickum, and Secretary – CVB staff member Mary Ramirez. Motion was made by

Elaine Hays, seconded by Jason Fenton and unanimously carried to approve the recommended slate of officers. Sherman Bass and Beth Duke, as ex-officios, did not vote. Sherman suggested that the terms become effective January 1st and go by calendar year, which would equate to 15 months for this term.

ITEM 6: Action: Name Interim Director for CVB. Angela Knapp Eggers stated that the Search Committee has already begun the process of hiring an Executive Director. In the meantime, the Executive Director Search Committee whole-heartedly endorsed Kashion Smith to serve as the Interim Executive Director.

That endorsement was used as a motion, seconded by Jason Fenton to name Kashion Smith as Interim Executive Director of the Convention and Visitor Bureau. Seven board members voted in favor of the motion, Phyllis Nickum and Christy King voted against the motion.

There was discussion regarding keeping the title of interim or actually naming her Executive Director since she has been filling that position for the past year. Brian McWilliams stated that the board has full authority to name or remove titles as it sees fit.

The title of Interim notes a bridge from temporary to permanent to allow hiring of staff. It was also thought best to wait to name an Executive Director until after the civic center expansion vote. It was agreed to keep the designation of Interim.

ITEM 7: Action: Approve Staff positions and titles for CVB. Kashion Smith suggested the following title changes: Hope Stokes would now be Director of Marketing, Stephanie Andrews would now be Director of Client Services, and Braley Hand would now be Tourism Manager.

Motion was made by Vic Ragha, seconded by Phyllis Nickum and unanimously carried to keep the positions and accept the title changes.

ITEM 8: Review and Approve Agreements:

Lease Agreement – Kashion Smith explained that the building is no longer referred to as the Chamber, but now as the Bivins Mansion. The lease includes the facility, upkeep and maintenance, common spaces and storage in the basement area. It also includes office space reserved for additional staff, rent will be paid when the offices become occupied.

Motion was made by Phyllis Nickum, seconded by Vic Ragha and unanimously carried to accept the Lease Agreement between the City of Amarillo and the Amarillo Convention and Visitors Bureau, Inc.

Accounting, Legal and Investment and Management Services – This agreement is for the provision of accounting, investment and management information services utilizing the City's financial accounting and reporting system and following the City's fiscal year.

Motion was made by Phyllis Nickum, seconded by Jason Fenton and unanimously carried to accept the Agreement.

City of Amarillo and the Amarillo Convention and Visitors Bureau, Inc – This agreement authorizes the CVB to act as administrator of the hotel-motel room occupancy tax money collected.

Motion was made by Jason Fenton, seconded by Christy King and unanimously carried to accept the Agreement.

ITEM 9: Review: 2020.21 CVB Budget. Kashion Smith presented the budget for review. It has already been approved by the previous CVC Board, but the new board can make amendments. Deep cuts have had to be made, but memberships, education and tools that will allow us to remain competitive have been kept.

There was some discussion regarding the cost for Worker's Comp. Kashion explained that we are waiting for our TIN, then we can get bids to begin the procurement process for insurance. The Chamber will invoice us for coverage in the meantime.

She explained further that next year's projected budget of \$880,000 may go up. True Up is a two-year process pending the close of the fiscal year and completion of the audit. Previous deferments on payments for Hodgetown have depleted our reserves and lack of clarity under the 95161-budget created some duplication of expenses.

ITEM 10: Discussion: 4th Wednesday, Monthly 8:30AM meetings. It was agreed that the meetings will stay on the same schedule. With the holidays approaching, it will be better to reschedule when needed rather than cancelling since important to meet each month while adapting to these new processes.

ITEM 11: Discussion: Hiring process for new Executive Director. Angela Knapp Eggers reminded everyone that the hiring committee consisted of nine members and had already begun the process of creating keywords, resources for posting, and interview questions. Due to the uncertain times created by COVID, the committee felt it was necessary to name an interim director for leadership purposes.

Angela proposed to use the existing committee and pick up where they left off. Since the CVB is now separate from the Chamber, Dusty Doyle and Gary Molberg will no longer be on that committee.

The policies and procedures for hiring a new Executive Director will be discussed further at the meeting on October 28th.

ITEM 12: Discussion: Future meeting dates and possible agenda items. The next meeting will be October 28, 2020 in person, at the Civic Center Complex.

ITEM 13: Adjourn. There being no further business, Angela Knapp Eggers adjourned the meeting.

Respectfully submitted,



Mary Ramirez
Executive Assistant



Angela Knapp Eggers
CVB Board President