

Clayton County Tourism Authority
Board of Directors Meeting
February 12, 2019
Arts Clayton
136 South Main St.
Jonesboro, GA 30236

Call to Order: Chairman Linda Crissey called the meeting to order at 4:00 p.m. Members present: Emma Godbee, Linda Crissey, Gabe Johnson, Damon Williams, Dr. Tonya Clarke, Bryan Holmes and Gina McCombs at 5:27.

Staff: Tamara Patridge, Executive Director and Julie Bustamante, Finance & Administration Manager

Guest present: Chuck Reed, Board Attorney

Meeting began at 4:01 – Called to order by Linda Crissey

Linda Crissey reported that she received a thank you note from Frenda Turner to the Tourism Authority for the wonderful gift she received.

❖ **Minutes**

- Minutes from November meeting were read and approved. Motion to approve – Dr. Tonya Clarke; second – Gabe Johnson. Unanimous approval

❖ **CVB Reports**

- Tamara Patridge gave an overview of the financials for October, November and December. Motion to approve made by Dr. Tonya Clarke; second – Emma Godbee. Unanimous approval of financial report as presented.
- Financial report attached to file.

❖ **Tourism & Film Update**

- Tamara Patridge gave an update on Tourism & Film.
- Tourism & Film report attached to file.

❖ **Old Business**

- Discussion of Tourism Authority by-laws. Board will review draft by-laws previously provided and come with comments and recommendations at the March meeting.
- Discussion of County DMO contract. There is an existing contract agreement that will need to be renewed. Tamara Patridge will be reviewing the terms of the agreement to identify opportunities for enhanced services such as management of permitting process for film production for county-owned properties. Will report update at the April meeting.
- Audit - Julie Bustamante is working with Fulton & Kozak on the annual audit.
- Administration/Job Description – With new Tourism & Film vision, Tamara Patridge will begin the job description process for the Welcome Center Manager,

followed by Finance & Administration Manager and Sales & Promotions Manager.

- Policy & Procedures – Tamara will start the new Policy & Procedures process and plan to reach out to our legal team in the coming months.
- Tourism Authority lease with Arts Clayton. Discussion on status of lease. Linda Crissey and Arts Clayton's legal counsel have provided update on lease agreement. The agreement was emailed to Chuck Reed, Board attorney, for review.
- Christmas decorations (Jonesboro) – Discussed request for contribution towards Christmas decorations. Discussed that Wintergreen Corporation submitted invoice of \$4,685.61 to the Authority. The original request and approval was \$15,000, additional invoices may follow.

❖ **New Business**

- Tamara Patridge reported that Chairman Jeff Turner has reached out regarding Tourism Authority support for SafeAmerica Foundation.
- Chairman Turner is requesting 10,000.00 from the Tourism Authority.
- Supporting documentation included: invoice and information flyer.
- Motion to approve – Dr. Tonya Clarke; second – Gina McCombs. All opposed after advisement from Board attorney Chuck Reid.
- Board members are requesting additional information and will bring back for discussion and consideration of approval at March meeting.
- Arte Gras- Saturday, March 9, 2019.

❖ **Executive Session**

- Called to order by Linda Crissey.
- Motion made by Emma Godbee; second – Damon Williams.
- Tangie Carter was terminated effective January 8, 2019.
- Tourism Authority had discussion.

Linda Crissey made motion to adjourn; Second by Gina McCombs. Unanimous approval.

Meeting adjourned.