

**Clayton County Tourism Authority  
Board of Directors Meeting**

**November 13, 2018**

Arts Clayton

136 South Main St.

Jonesboro, GA 30236

**Call to Order:** Chairman Linda Crissey called the meeting to order at 4:27 p.m. Members present: Gina McCombs, Emma Godbee, Linda Crissey, Gabe Johnson, Damon Williams (by Phone); Bryan Holmes, and Tonya Clarke at 4:27.

Staff: Tamara Patridge, Executive Director

Guest present: Chuck Reed, Board attorney

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

Linda Crissey reported that she had asked Frenda Turner to be present today, but they decided she will be present at the Christmas luncheon.

❖ **Minutes**

- Minutes from October meeting were read and approved. Motion to approve – Gina McCombs; second – Emma Godbee. Unanimous approval

❖ **CVB Reports**

- Tamara Patridge gave an overview of the financials for August and September. Motion to approve made by Gabe Johnson; second – Emma Godbee. Unanimous approval of financial report as presented.
- Financial report attached to file.

❖ **Old Business**

- Discussion of by-laws. Chuck Reed stated that the Board will need to decide how they want the Tourism Authority to be set up. Stated that the decision is not that of the attorney, but of the Board. Board decided to review draft by-laws provided before and come with comments and recommendations in February 2019.
- Discussion of promotional agreement with County. There is an existing agreement that will need to be renewed. The Board will discuss this issue further in February 2019 with some ideas for renegotiation including, perhaps, including additional areas that the Tourism Authority now covers.
- Tourism Authority lease with Arts Clayton. Discussion on status of lease. Linda Crissey provided update on discussions with Arts Clayton's legal counsel and had proposal for how process would go forward.
- Christmas decorations (Jonesboro) – Discussed request for contribution towards Christmas decorations. Discussed that company has to submit invoice to the Authority – they wanted \$15,000.
- Super Bowl event. County wanted to partner with private entity for Super Bowl related events in Clayton County area and wanted contribution from Authority for same. That idea is now tabled as the County does not want to pursue this.

❖ **New Business**

- Audit. Fulton & Kozak usually does annual audit. The Authority needs to get started on the audit; it is usually presented to the Board in February of the new year.
- Director's update. Tamara Patridge presented information on office happenings since being hired as Executive Director. Overall staff is very happy to try new things. She is having weekly one-on-one meetings with all full time employees and getting feedback on what their job descriptions are versus what can be. Currently rewriting job descriptions for all four full-time positions to include input from staff. Wants to implement tourism product development to expand beyond Gone with the Wind focus and incorporate the County's influence and impact on film, music and digital entertainment. Also discussed Rosenwald school and provided update on these activities. Discussed that Clayton Public Schools is the owner of the school and staff is researching options to obtain 501(c)(3) status so that grant funding could be accepted, among other goals. Also rewriting employee handbook and policies and procedures manual with help of legal.

Discussion that minutes from October meeting needed to reflect that Dr. Clarke was present. Motion to amend made by Bryan Holmes; second – Gabe Johnson. Unanimous approval. Motion to approve minutes with amendment made by Emma Godbee; second – Bryan Holmes. Unanimous approval.

Emma Godbee made motion to adjourn; Second by Tonya Clarke. Unanimous approval.

Meeting adjourned.