

**CLAYTON COUNTY TOURISM AUTHORITY
BOARD MEETING
THURSDAY, JUNE 9, 2021**

MINUTES

I. CALL TO ORDER:

Chairman Damon T. Williams called the meeting to order at 4:17 p.m. Beth Bailey conducted the roll call.

II. ROLL CALL:

Attendee Name	Title	Status	Arrived
Damon T. Williams	Chairman	Present	
Miyoshi Bourget	Board Member	Present	
Lynda Browning	Vice Chair	Present via Zoom	
Myla Chapman	Board Member	Present	
Tonya Clarke	Board Member	Present via Zoom	
Gabe Johnson	Board Member	Present via Zoom	
Bud Smith	Board Member	Absent	

Staff: Tamara Patridge, Executive Director; Beth Bailey, Special Projects Manager/Interim Finance Manager

Board Attorney not present: No legal matters for board discussion

III. ADOPTION OF AGENDA/CONSENT AGENDA

CONSENT AGENDA

MINUTES

1. May 2021

FINANCIAL REPORT

1. April 2021
 - a. Tourism Authority
 - b. Convention & Visitors Bureau

Motion to approve, Myla Chapman; second, Miyoshi Bourget. Unanimous approval.

END OF CONSENT AGENDA

IV. OLD BUSINESS

1. Tourism Authority General Assistance Grant
 - a. Motion to approve grant recipients/distributions per discussion, review, and approval in working session. Motion to approve, Gabe Johnson; second, Myla Chapman.
2. FY21 Property Renovations Update
 - a. Ms. Patridge advised of structural issues discovered at 125 and 127 N. Main street locations upon removal of walls and flooring. Safety issues that would pose a health threat to public and staff included uneven subflooring posing trip hazards; mold/mildew from water damage that had been unrepaired over the years. Ms. Patridge advised that amount to cover repairs was available in remaining FY21 budget. She will work closely with county finance to obtain a final accounting of remaining FY21 funds that can be used to upgrade technology in new public space and furniture needed for board room and other areas of the public space. Member Bourget asked if \$40,000.00 included the costs for mold remediation. Ms. Patridge replied that it would completely address the mold/mildew problem. A motion was made to apply \$40,000.00 to complete additional safety renovations and allow Ms. Patridge to apply any remaining funds to technology and furniture needs for new public space. Motion to approve, Gabe Johnson; second, Myla Chapman.

V. NEW BUSINESS

1. FY 2022 Budget

a. Tourism Authority

- i. Ms. Patridge advised that current budget allotment is based on previous year's hotel/motel tax collections. She anticipated a reduction in budget based on county-wide departmental budget cuts. County Finance reduced the FY22 budget by \$56,300. The county reduced the renovations budget, and Ms. Patridge reported that she was able to make the reduction work as most renovations were included in the FY21 budget. Ms. Patridge commended the Board for having the foresight to purchase the 2 pieces of real estate in FY21 which relieved the Authority the responsibility of future rent payments that could have negatively impacted the current reduced budget for FY22.

1. Member Browning inquired about line item for Norfolk Southern taxes. Ms. Patridge replied that the Tourism Authority was obligated through contract to pay taxes in exchange for the use of the Train Depot as a Visitors Center and Museum.

b. CVB

- i. Ms. Patridge included copies of and provided an overview of CVB FY22 budget and reported that there would be no change to line items from previous FY21. CVB operational budget remains same as previous year with no request from Tourism Authority for additional funding.
- ii. Ms. Patridge reported that county hotel ADR and occupancy are already up for calendar year 2021 and she anticipates FY23 hotel/motel

tax collections will rebound as travelers have begun to feel safe to move about.

- iii. Ms. Patridge reported that audit of CVB financials is underway and results would be complete and reported by Audit representative to the Board at September meeting
- iv. Chairman Williams inquired where the CVB line item was located on the Tourism Authority Budget. Ms. Patridge pointed out the line item and reminded that there was no change in that line item from the previous fiscal year.

VI. PUBLIC COMMENT AND GENERAL DISCUSSION (Each speaker will be allowed a maximum of 3 minutes)

1. Public attendee Shelley Williams introduced herself to the Board and stated that she is the owner of Great Exploration Tours. Member Bourget asked what types of tours were offered by her company. Ms. Williams replied that she offers Atlanta sightseeing tours. Member Johnson congratulated Ms. Williams on her business.

VII. EXECUTIVE SESSION

No matters of real estate, legal, or personnel for discussion.

VIII. MOTION TO ADJOURN

1. Motion made by Lynda Browning; second, Miyoshi Bourget
2. Meeting ended at 5:07 p.m.