

**CLAYTON COUNTY TOURISM AUTHORITY
BOARD MEETING
THURSDAY, MARCH 11, 2021**

MINUTES

I. CALL TO ORDER:

Chairman Damon T. Williams called the meeting to order at 4:00 p.m. Julie Bustamante conducted the roll call.

II. ROLL CALL:

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

Staff: Tamara Patridge, Executive Director; Julie Bustamante, Finance Manager; Beth Bailey, Special Projects Manager

Board Attorney not present: No legal matters for board discussion

III. ADOPTION OF AGENDA/CONSENT AGENDA

CONSENT AGENDA

MINUTES

1. February 2021

FINANCIAL REPORT

1. October/November/December 2020
 - a. Tourism Authority
 - b. Convention & Visitors Bureau

Motion to approve, Lynda Browning; second, Miyoshi Bourget. Unanimous approval.

IV. OLD BUSINESS

1. Tourism Authority General Assistance Grant

- a. Ms. Patridge shared final edited application and guidelines with the Board; Board agreed to continue with April 1st application open date as approved at February regular board meeting. Ms. Patridge will create criteria statements for board members to use as a guide when scoring applicants.

V. NEW BUSINESS

1. Commencement of FY21 budget approved property renovations
 - a. Ms. Patridge reminded board of upcoming fiscal year end and approved budget for building renovations for real estate acquisition of 125 North Main Street and 127 North Main Street, Jonesboro, GA.
 - b. Member Bourget requested that there be a media equipment upgrade in the buildout of the conference room to accommodate virtual participants. Ms. Patridge confirmed that technology enhancements were included in the renovations.
 - c. Member Browning asked for timeline of completion. Ms. Patridge confirmed a fiscal year end June 30th to mid-July anticipated completion date.
 - d. Member Smith asked if properties had been cleared for lead paint. Ms. Patridge replied that during the real estate closing process, the seller provided a disclosure statement to Tourism Authority attorney indicating that the building was lead-free.
 - e. Member Chapman asked if estimate included any repair to the exterior of the building. Ms. Patridge replied that the current estimate did not include exterior improvements, but exterior enhancements would be an acceptable use of funds.
 - f. Ms. Patridge will monitor renovations and notify board should any building conditions be discovered that require additional funds.
 - g. Phase I renovation of space within 125 North Main Street and 127 North Main Street, Jonesboro, GA, in the amount of \$40,000.00; Motion to approve: Chairman Damon Williams; second, Tonya Clarke.
 - h. Phase II renovation of space to be utilized as new tourism product, known as 125 North Main Street, Jonesboro, GA, in the amount of \$40,000.00; Motion to approve: Tonya Clarke; second, Miyoshi Bourget.
 - i. Ms. Patridge will notify board at May 2021 regular board meeting if any additional renovations and repairs are discovered after dismantling and reconstruction for which additional funding is required and available.
2. Physical security enhancement of buildings housing personnel
 - a. Ms. Patridge informed board of building security breach by an intruder; City of Jonesboro Chief of Police visited Ms. Patridge and personally completed a security assessment at the point of unauthorized entry. Chief will have officers from Jonesboro Police Department patrol the office perimeter with greater frequency and will perform drop-in checks to monitor staff's physical safety throughout the business day and after hours.
 - b. Ms. Patridge requested board support for enhanced security measures for all buildings housing personnel.

- i. Enhancements would include equipment to protect staff, and property items for which the Tourism Authority is responsible for securing.
- ii. Ms. Patridge has identified a source of funding within the current budget that will accommodate this additional expense.
- iii. Board members expressed their care and concern about the physical safety of the staff and advised Ms. Patridge to add any measures of safety that would offer additional protection from physical harm.

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

No members of public present.

Ms. Patridge introduced new board member Myla Chapman. Board members welcomed Ms. Chapman to the group. Vice Chair Browning asked Ms. Patridge to provide Ms. Chapman with new board member information. Ms. Chapman asked that the information be sent to her via email as her preferred method of communication. Ms. Patridge asked Ms. Bustamante to follow-up with Ms. Chapman to provide the information.

VII. EXECUTIVE SESSION

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

VIII. MOTION TO ADJOURN

1. Motion made by Myla Chapman; second, Lynda Browning.
2. Meeting ended at 4:58 p.m.