

**CLAYTON COUNTY TOURISM AUTHORITY
BOARD MEETING
TUESDAY, MARCH 10, 2020, 4:00 p.m.
136 South Main St.
Jonesboro, GA 30236**

MINUTES

I. CALL TO ORDER:

Chairman Damon T. Williams called the meeting to order at 4:03 p.m.

Attendee Name	Title	Status	Arrived
Damon T. Williams	Chairman	Present	
Miyoshi Bourget	Board Member	Present	
Lynda Browning	Board Member	Present	
Tonya Clarke	Board Member	Present	
Gabe Johnson	Board Member	Excused Absence	
Gina McCombs	Board Member	Present	
Bud Smith	Board Member	Present	

Staff: Tamara Patridge, Executive Director; Julie Bustamante, Finance & Administration Manager; Beth Bailey, Sales & Special Projects Manager; Valerie Newell, Visitors Center Coordinator.

Board Attorney present: Joseph Colette, Freeman Mathis & Gary, LLP.

II. ADOPTION OF AGENDA

Motion made by Chairman Williams to amend agenda to add emergency item. Request made to Chairman Williams directly via email by Linda Crissey of Arts Clayton on March 9, 2020. Request for Ms. Crissey and Arts Clayton Board Member Cephus Jackson to provide Tourism Authority an update on Arts Clayton building and request continuation of annual \$65,000.00 grant from TA FY21 Budget. Request by Linda Crissey that Arts Clayton presentation be heard early in the meeting to accommodate Arts Clayton Board members who had to leave early. Approved to be added prior to staff reports. Motion to approve, Damon T. Williams; second, Tonya Clarke. Unanimous approval.

III. REVIEW AND APPROVAL OF MINUTES

Minutes from February meeting read and approved. Motion to approve, Lynda Browning; second, Miyoshi Bourget. Unanimous approval of March minutes as presented.

IV. NEW BUSINESS

1. Arts Clayton Update and Request for Funding, FY21

- a. Arts Clayton Board Members in attendance: Linda Crissey, Executive Director; Joel Aviles, Contractor for Arts Clayton renovations; Krystal Pate, Board Member; Neat Robinson, Board Member; Cephus Jackson, Board Member. Each member presented their request for the Tourism Authority's continued financial support for FY21 of Arts Clayton in the equivalent amount as previous years, \$65,000.00. Tourism Authority Board Member Lynda Browning requested that the Tourism Authority be provided a summary of the Arts Clayton Budget for the current fiscal year. Discussion among Tourism Authority Board members that Arts Clayton would provide financial statement and summary of prior years' use of Tourism Authority funds. It was discussed that as a matter of responsible stewardship of funds granted to any non-profit 501©(3) organization from Tourism Authority, updates on use of funds should be provided, frequency to be determined, but at least annually. Ms. Crissey indicated that Arts Clayton had not kept a record of spending but agreed that she would research her records and provide a financial report to board prior to the end of the current fiscal year. Chairman Williams thanked the Arts Clayton board for their presentation. No other action taken.

V. CVB STAFF REPORTS*

1. Beth Bailey presented update on special projects.
2. Valerie Newell presented update on Visitors Center.
3. Tamara Patridge presented Director's update.

* Hard copy of staff reports and supporting documentation provided to board members and meeting attendees. Filed.

VI. FINANCIAL REPORT*

1. Julie Bustamante presented overview of financials for the Tourism Authority and CVB for January 2020. Motion to approve, Miyoshi Bourget; second, Gina McCombs. Unanimous approval of financial reports as presented.

*Hard copy of financial reports and supporting documentation provided to board members and meeting attendees. Filed.

VII. OLD BUSINESS

1. Tour Van Purchase update - Motion to approve, Lynda Browning; second, Tonya Clarke. Unanimous approval for Executive Director Patridge to move forward with the purchase of new tour van from Allan Vigil Ford with trade-in of the existing 2005 model tour van. Discussion continued regarding purchase of second van that is ADA compliant. Board members granted permission to Executive Director Patridge to pursue pricing information for second van once first van is secured.

VIII. EXECUTIVE SESSION*

- 1.** Request for Executive Session for matter of Real Estate. Motion to move into executive session, Miyoshi Bourget; second, Lynda Browning. Unanimous approval.
- 2.** Review and approval of March executive minutes. Motion to approve, Gina McCombs; second, Tonya Clarke. Unanimous approval.
- 3.** Motion to adjourn from executive session, Gina McCombs; second, Tonya Clarke. Unanimous approval.
- 4.** Motion to re-enter regular board meeting, Gina McCombs; second, Damon T. Williams. Unanimous approval.

Motion to adjourn, Damon T. Williams; second Miyoshi Bourget.

Meeting ended at 6:43 p.m.