



AGENDA

Board of Directors Meeting | Wednesday, February 17, 2021 |

2:00 pm

ZOOM MEETING

- I. Call to Order – David Caughron, Chairman of the Board
- II. Review of the February 17, 2021 Agenda – David Caughron
- III. Announcement of Appointment of Board Member, Pam Brown – Daly Seven Hotels – Amber Scarlett, Executive Director
- IV. Roll Call of Board Members – Amber M. Skeen, Clerk to the Board
- V. Introduction of New Staff Member, Katie Brush – Amber M. Skeen, Director of Office Administration
- VI. 2019-20 Annual Audit Report and Update for 2020-21 - Suzanne Dale, Finance Officer
- VII. Presentation of Stout Street Park Improvement Project for the City of Randleman – Bridget Callea, Benchmark Planning
- VIII. Finance Reporting – Suzanne Dale
 - *Finance Report for Month-Ending January 31, 2021*
 - *Request to approve the Finance Officer Fidelity Bond – David Caughron*
- IX. Update on Realignment of Salary – David Caughron
- X. Hotel Data Reporting – Amber Scarlett
 - *Hotel Data Report for Month-Ending December 31, 2020*
 - *Fourth Quarter Hotel Data Reporting*
- XI. I-73/74 Visitor Centers Data Reporting – Amber M. Skeen

- *Attendance Data Comparison & Guest Registrant Reports for Month-Ending January 31, 2021*
- XII. DK Communications Group Public Relations Reporting – Susan Dosier
- *Public Relations Report for Month-Ending January 31, 2021*
- XIII. Update on COVID-19 Pandemic Operations – Amber Scarlett
- XIV. Board Member Updates – David Caughron
- XV. Request to Adjourn – David Caughron

Next Board of Directors Meeting
Wednesday, March 17, 2021 | 2 pm
Location - TBD