



## **Board of Directors Meeting Wednesday, June 24, 2020**

### **AGENDA**

- I. Call to Order – David Caughron, Chairman of the Board
- II. Roll Call of Board Members – Amber M. Skeen, Clerk to the Board
- III. Request to Approve June 24, 2020 Agenda – David Caughron
- IV. Request to Approve Board of Director’s Meeting Minutes for May 27, 2020 - David Caughron
- V. Request to Approve Job Description – David Caughron
  - Executive Director
  - Director of Office Administration/Clerk to the Board
  - Director of Visitor Services & Information
  - Tourism Marketing Coordinator
- VI. Request to Appoint Amber Scarlett to the Position of Executive Director of Randolph County Tourism Development Authority – David Caughron
- VII. Update on Memorandum Request to Randolph County Board of Commissioners – Amber Scarlett, Director of Tourism
- VIII. I-73/74 Visitor Centers New Hire Process – Myra Hoover, Director of Visitor Services
- IX. Announcement of Doyle Craven Promotion to Tourism Information Coordinator & Nicole Wyche as Visitor Services & Information Counselor for I-73/74 Visitor Centers – Myra Hoover
- X. Update on HNCVB Staff – Amber Scarlett
- XI. Review of 2020-21 Authority Budget Changes – Amber Skeen
- XII. Public Hearing on the 2020-21 Authority Proposed Budget – Amber Skeen
- XIII. Summary of 2020-21 Authority Final Budget – Suzanne Dale, Finance Officer
- XIV. Board Discussion on the 2020-21 Authority Proposed Budget – David Caughron
- XV. Request to Adopt the 2020–21 Authority Proposed Budget – David Caughron

- XVI. Presentation of Service Contract Agreements & Advertising Contract Agreements – Amber Scarlett
- XVII. Presentation of Revised Personnel Handbook – Amber Skeen
- XXVIII. Request to Approve Revised Personnel Handbook – David Caughron
- XIX. Presentation of Revised Policies & Procedures Handbook – Amber Skeen
- XX. Request to Approve Revised Policies & Procedures Handbook – David Caughron
- XXI. Presentation of Revised Volunteer Handbook – Amber Skeen
- XXII. Request to Approve Revised Volunteer Handbook – David Caughron
- XXIII. Announcement of Postponement of Annual Staff Planning Retreat & Request to Cancel July BOD Meeting – Amber Scarlett
- XXIV. Finance Reporting – Suzanne Dale, Finance Officer
- *Finance Report for Month-Ending May 31, 2020*
  - *Employee Heart Fund Report for FYE June 30, 2020 – Amber M. Skeen*
- XXV. Hotel Data Reporting – Amber Scarlett
- *Hotel Data Report for Month-Ending May 31, 2020*
- XXVI. I-73/74 Visitor Centers Data Reporting – Myra Hoover
- *Attendance Data Comparison & Guest Registrant Reports for Months-Ending May 31, 2020*
- XXVII. Public Relations Reporting – Amber Scarlett
- *Public Relations Report for Month-Ending May 31, 2020*
- XXVIII. Board Member Updates – David Caughron
- XXIX. Request to Adjourn – David Caughron

### Next Board of Directors Meeting

*Wednesday, August 19, 2020 | TBD*