



**AGENDA**  
**Board of Directors Meeting**  
**Wednesday, January 20, 2021 | 2 pm**  
**ZOOM MEETING**

- I. Call to Order – David Caughron, Chairman of the Board
- II. Roll Call of Board Members – Amber M. Skeen, Clerk to the Board
- III. Review of the January 20, 2021 Agenda – David Caughron
- IV. Presentation of *2020 Hospitality Hero Awards* – Amber Scarlett, Executive Director
- V. Presentation of *2020 Mary Joan Pugh Excellence in Hospitality Awards* – Amber Scarlett
- VI. Presentation of 2020 Calendar Year Public Relations Efforts – Susan Dosier, DK Communications Group
- VII. Presentation of Manor House Graphics Efforts in 2020 – Richard Schoenberger, Manor House Graphics
- VIII. Update on Realignment of Salary – David Caughron
- IX. Finance Reporting – Suzanne Dale, Finance Officer
  - *Finance Report for Months-Ending November 30<sup>th</sup> & December 31<sup>st</sup>, 2020*
- X. Hotel Data Reporting – Amber Scarlett
  - *Hotel Data Report for Month-Ending November 30, 2020*
- XI. I-73/74 Visitor Centers Data Reporting – Amber M. Skeen
  - *Attendance Data Comparison & Guest Registrant Reports for Months-Ending Ending November 30<sup>th</sup> & December 31<sup>st</sup>, 2020*

- *Fourth Quarter Attendance Data Comparison Report Ending December 31, 2020*
- XII. Update on COVID-19 Pandemic Operations – Amber Scarlett
- XIII. Presentation of Annual Travel Guide 2021 – Amber Scarlett & Richard Schoenberger
- XIV. 2021 Calendar Year Committee Appointments – David Caughron
- XV. Board Member Updates – David Caughron
- XVI. Request to Adjourn – David Caughron

**Next Board of Directors Meeting**

*Wednesday, February 17, 2021*

*Location - TBA*