



Board of Directors Meeting | Wednesday, June 19, 2019
Commissioner's Meeting Room, 1909 Randolph County Courthouse

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 Board of Director's Meeting Minutes for May 22, 2019 – David Caughron
- IV. Introduction of Suzanne Dale as Newly Appointed Authority Finance Officer – David Caughron
- V. Presentation of & Request to Approve Authority Staff Restructure, Revised Position Descriptions with New Titles, and Reclassification Requests – Tammy O'Kelley, Executive Director
- VI. Review of 2019-20 Authority Proposed Budget Changes – Tammy O'Kelley
- VII. Public Hearing on the 2019-20 Authority Proposed Budget – David Caughron
- VIII. Summary of 2019-20 Authority Final Budget – Suzanne Dale, Authority Finance Officer
- IX. Board Discussion on the 2019-20 Authority Proposed Budget – David Caughron
- X. Request to Adopt the 2019-20 Authority Proposed Budget – David Caughron
- XI. Request to Approve Updated Policies and Procedures to Align with New Position Titles – Tammy O'Kelley
 - *Fund Balance Fiscal Policy*
 - *Petty Cash & Cash Change Funds Policies Ordinance*
 - *Petty Cash Fund & Cash Change Operating Procedures*
 - *Procurement Card Procedures Policy*
 - *Public Information Policy*
 - *Purchasing Policy & Procedures Manual*
 - *Rules of Procedure*

- XII. Appointment of Cathy Ratley to Serve as Deputy Clerk to the Board – David Caughron
- XIII. Announcement of Annual Staff Planning Retreat & Request to Cancel July BOD Meeting – Tammy O’Kelley
- XIV. Update on New Mindfulness Coaching Initiative – Tammy O’Kelley & Sam Varner, County Wellness Administrator
- XV. Request to Move August BOD Meeting to Wednesday, August 14, 2019 – Tammy O’Kelley
- XVI. Finance Reporting – Suzanne Dale
 - *Finance Report for Month-Ending May 31, 2019*
 - *Request to Approve Budget Amendment #2019_10*
 - *Employee Heart Fund Report for FYE June 30, 2019 – Amber M. Skeen*
- XVII. Hotel Data Reporting – Amber Scarlett, Tourism Manager
 - *Hotel Data Report for Month-Ending May 31, 2019*
- XVIII. I-73/74 Visitor Centers Data Reporting – Myra Hoover, Visitor Centers Manager
 - *Attendance Data Comparison Report for Month-Ending April May 31, 2019*
 - *Guest Registrants Report for Month-Ending May 31, 2019*
- XIX. Public Relations Reporting – Tammy O’Kelley
 - *Public Relations Report for Month-Ending May 31, 2019*
- XX. Request to Adjourn – David Caughron

Next Board of Directors Meeting:
Wednesday, August 14, 2019 – 2:00 PM
Commissioners Meeting Room – 1909 Randolph County Courthouse Building
145 Worth St – Asheboro NC

NOTES:

