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**MINUTES**

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DURHAM CONVENTION & VISITORS BUREAU  
TOURISM DEVELOPMENT AUTHORITY MEETING  
TUESDAY, AUGUST 26, 2013, 3:00 PM

BOARD PRESENT

Newman Aguiar  
Summer Bicknell  
Cora Cole-McFadden  
Deanna Crossman

Monica Edward  
Fred Foster, Jr.  
Seth Jernigan  
Bill LeFevre

Craig Spitzer  
Daniel Robinson  
Carl Webb

Absent

STAFF PRESENT

Shelly Green, E'Vonne Coleman-Cook, Corey Bizzell and Kim Conder

At 3:02 p.m., Chairman LeFevre called the meeting to order. The Board took the following actions:

- Voted to approve the minutes of the June 24, 2014 meeting (attached).
- Voted to accept the Financial Status Report as of June 30 & July 31, 2014 (attached).
- Collected signed Conflict of Interest Forms from all board members.
- Voted to approve up to \$200,000 into a short-term Certificate of Deposit at PNC Bank.
- Voted to amend the Financial Policy by removing the last bullet point about cash reserves.
- Received an update on the Fresh Daily positioning and launch of Simpleview website and database.
- Received an update on the CEO Performance Review process.
- Received training on BoardMax, the new online portal for DCVB board materials.
- Reviewed, discussed and accepted the Presidents Progress Report.
- Moved to Executive Session as permitted by G.S. 143-318:11 (a) to discuss acquisition of real property.
- Returned to open session and reported that DCVB is continuing its search for offices.

The meeting was adjourned at 4:45 p.m.

Respectfully Submitted,

Monica Edwards, Secretary/Treasurer