

MINUTES

DURHAM CONVENTION & VISITORS BUREAU
 TOURISM DEVELOPMENT AUTHORITY MEETING
 TUESDAY, SEPTEMBER 27, 2016, 3:00 PM

BOARD PRESENT

Summer Bicknell
 Patrick Byker
 Deanna Crossman
 Cora Cole-McFadden

Lois Deloatch
 Monica Edwards
 Fred Foster, Jr.
 Seth Jernigan

Bill LeFevre
 Craig Spitzer
 Caesar Swift

STAFF PRESENT

Shelly Green E'Vonne Coleman

At 3:05 p.m., Chair Monica Edwards called the meeting to order. The Board took the following actions:

- Voted to approve the minutes of the August 23, 2016 meeting (attached.)
- Received a report by the independent financial auditor, James Winston, who gave a positive audit report with no management letter and no reportable conditions. Voted to accept the audit as presented and commend the staff on a job well done.
- Voted to accept the unaudited Financial Status Report as of August 31 (attached.)
- Reviewed, discussed and accepted the Presidents Progress Report.
- Moved to Executive Session as permitted by GS 143-318:11 (a)(6) to hear or investigate a complaint, charge or grievance by or against an individual public officer or employee.
- Returned to Open Session and reported that the board was apprised about a charge of discrimination that had been filed by an ex-employee. The charge was made to the EEOC under the Title VII of the Civil Rights Act on August 30th, and following its investigation the EEOC was unable to conclude that there were any violations of the statutes and it was dismissed.
- Received an update on the progress of the Durham Sports Commission.
- Discussed and approved separating the Three-year Blueprint for Marketing Durham as a Visitor Destination from the Board's Strategic Plan. Staff will complete the marketing plan and present it for board approval in December. Leadership will work with the Board to identify strategies for using funds from the County (reimbursement from the old building) and to incorporate Destination Next into strategic objectives for the board to approve in the Spring.
- Discussed the process for the annual performance review of the CEO. Requested that the CEO complete a self-evaluation this year.

The meeting was adjourned at 3:55 p.m.

Respectfully Submitted,

Craig Spitzer, Secretary/Treasurer