

MINUTES

Durham Convention & Visitors Bureau
Tourism Development Authority Meeting
101 East Morgan Street
Tuesday, October 23, 2012, 3:00 PM

	<u>Board Present</u>	
Newman Aguiar	Wib Gulley	Bill LeFevre
Summer Bicknell	Scott Selig	Carl Web
Cora Cole-McFadden	Ron Hunter	Mary Simpson
Deanna Crossman		

Board Absent
Brenda Howerton

	<u>Staff Present</u>	
Shelly Green		E'Vonne Coleman-Cook

Guests
James P. Winston II, CPA, Winston, Williams, Creech, Evans & Company

At 3:05 p.m., Chairman Wib Gulley called the meeting to order. Brenda Howerton was excused for business reasons. The Board took the following actions:

- Received a financial report on the 2011-12 fiscal year from independent auditor, James Winston. The board reviewed, discussed and accepted the accompanying Annual Independent Financial Audit with their thanks to the auditor and kudos to staff (attached.)
- Requested staff bring back to the board at a future date a plan to reach the goal of having a 16% cash reserve.
- Reviewed, discussed and accepted the Presidents Progress Report (attached).
- Requested staff follow up with the board regarding linkage on the new County website.
- Voted to approve the minutes of the September 25, 2012 meeting (attached).
- Voted to accept the Financial Status Report as of September 30, 2012 (attached).
- Voted to accept the revised Financial Status Reports for July and August, 2012 showing the actual balance forward. (attached.)
- Approved a resolution to move \$24,000 from fund balance for a 2% average increase to staff salaries.
- Discussed applications and issues regarding board members to represent lodging. Defer action to the next board meeting.
- Reviewed and discussed the CEO Evaluation Process.

The meeting was adjourned at 4:20 p.m.

Respectfully Submitted,



Deanna Crossman, Secretary/Treasurer