**CVB Board of Directors**

**Meeting Minutes**

**October 20, 2016**

Members Present: Peter Dunn, Michael Bryan, Nancy Musselwhite, Jason Caughron, Kathy Brandt, Ricardo Gonzalo, Bill Grant, Bill Baker, Alicia Wiley

Members Absent: Tammy Thompson

Others Present: Katie Williams, Executive Director; Brooks Binder, Esq., Steven Schumacher, Director of Sales

Michael Bryan called the meeting to order at 11:40 a.m.

**Minutes**

* The Board reviewed minutes from August 6, 2016 Board of Directors Meeting. Upon motion duly made and seconded, the minutes were unanimously passed.

**Committee Reports**

Executive:

* Michael Bryan introduced and welcomed Alicia Wiley, General Manager of the Crowne Plaza Ravinia, to the board of directors. Alicia was nominated by the hotel general managers to serve in Hotel Member 3 seat.
* Michael also welcomed Bill Baker who was appointed to the board at the August board meeting. Bill is serving the At-Large Member 3 seat.
* Michael reported that the executive committee met on September 28 to discuss the 2017 budget. At that meeting, the executive committee moved to accept the renewal for the Humana medical insurance and continue to pay 100% of employee premiums to align with the City’s benefits plan and coverage. Additionally, Michael reported that the executive committee discussed and unanimously recommended that the CVBD moved to plan a $50,000 investment spending deficit for the 2017 budget using existing surplus dollars.

Personnel:

* Nancy Musselwhite introduced Steven Schumacher as the new director of sales for the CVBD and she shared with the board that Kathleen Seconder had been hired as the new office administrator for the CVBD.
* Steven introduced himself and provided a brief background on his experience.
* Bill Baker raised a question about the potential overtime law that is expected to go into effect in December. Katie Williams reported that the CVBD was prepared should this law were to go into effect.

Financials:

* Bill reported that we will discuss the financials later when we review the 2017 budget.

**Director’s Report**

* Katie reviewed her director’s report that was distributed to the board.
* Steven Schumacher presented a sales report to the board and provided an overview of his plans and goals for the CVBD.
* Discussion about the bureau’s sales and marketing activities included development related to the new Braves stadium and opportunities for shuttle services from Perimeter Mall to the stadium.

**Old Business**

Nominating Committee:

* Katie reviewed the board of directors terms that will end in December and proposed that the board appoint a nominating committee for these terms and the executive committee. Per the bylaws of the CVBD, Michael as board chair appointed two members of the board to serve on the nominating committee along with Katie. These two members include Bill Baker and Kathy Brandt.
* The nominating committee will propose a slate for approval at the January meeting.

**New Business**

City of Dunwoody Development Authority Meeting:

* Katie reported that the Dunwoody Development Authority will be holding a meeting on Tuesday, November 15 for a community conversation on redevelopment. She asked the board to please plan to attend and will send more details following the meeting.

2017 CVBD Annual Meeting:

* The board engaged in discussion about the 2017 Annual Meeting. The initial plan is for the meeting to be a breakfast meeting held in May. The board discussed ideas for sponsorships, ticket sales, objectives, and related ideas about the Annual Meeting.
* Katie will work with a committee from the board to plan this event and will present an outlined plan at the January board meeting.

2017 Budget Review:

* Katie presented the 2017 budget for the board to review and approve.
* After detailed discussion and upon a motion being duly made and seconded, the 2017 budget was unanimously approved.

Meeting adjourned at 1:07 PM