**CVB Board of Directors**

**Meeting Minutes**

**May 5, 2016**

**41 Perimeter Center East, Suite 200
Dunwoody, GA 30346**

Board Members Present:

Bill Grant, Peter Dunn, Michael Bryan, Ricardo Gonzolo, Jim Mcswigan, Nancy Musselwhite, Kathy Brandt, Tammy Thompson, Jason Caughron

Guests Present:

Katie Williams, Executive Director and Brooks Binder, Esq.

**Meeting called to order: 11:42 AM**

**Minutes:**

Minutes from the March 3 board meeting were reviewed. A motion to accept the minutes was made by Bill Grant seconded by Kathy Brandt. The motion passed unanimously.

**Committee Reports:**

**Executive:**

* Michael Bryanreported that we would discuss the bylaws revision later in the meeting. These changes were discussed by the executive committee.
* Given all the initatives that have been discussed and planned with the City of Dunwoody that the CVB should have an official understanding and role that is seen by all the various contiguents. Build an outline for how we will provide time, interest, insight, council but not necessarily our checkbook.
* Michael and Katie have been working on a three-article outline for the Crier. The plan for the first article should appear in the next week or two.

**Personnel:**

* Nancy reported that there is no update

**Financial:**

* Bill reported that he will discuss the Q1 financials later in the meeting

**Director’s Report:**

* Katie reviewed the marketing and sales report that was distributed to the board.

**Old Business:**

None

**New Business:**

City of Dunwoody Report:

* Michael Starling provided an update on some City’s efforts:
	+ New City Hall site, information should be announced soon
	+ Perimeter Center zoning update will allow for more mixed-use development in the area.
	+ CowFish Sushi Burger bar opened at the mall.
	+ Shake Shack will open at the mall later this year.
	+ In the Dunwoody Village, Vintage Pizza signed a lease at the Shoppes of Dunwoody.
	+ Shoppes of Dunwoody has a new owner and is looking at redevelopment options long-term and looking at signing new leases, expecislly for restaurants.
	+ Crown Towers (formerly the GoldKist site) is attempting to be re-zoned. It will be voted on during Monday’s Council meeting. This site would include office, hotel, and residential.
	+ Two hundred units of town homes are being developed in Dunwoody, including one located behind City Hall.
	+ Hickory House site will likely be a bank. The owner of the site had planned a restaurant on that site, but were concerned about the availability of parking.
	+ The Wells Fargo bank site is closed and the new property owners are looking to put a restaurant on that site.
	+ Two hotel projects are actively looking in the market, and both are full service. They are having a difficult time because of the rates for property, so they are looking at mixed-use opportunity.
	+ Big headquarters project, an existing company in Atlanta is looking. Dunwoody, Sandy Springs and Brookhaven as well as in town are being considered.
	+ High Street is a massive 36-acre mixed-use project should begin development soon. Phase one will include office, retail, and residential. The total build out will take about 10 years and it will be done in three years.
	+ Following Michael’s report, the board engaged in discussion and asked various questions.
* Welcomed new hotel board member, Jason Caughron.
* Q1 Financials update:
	+ Bill Grant provided an update on the first quarter financials. When we budgeted for 2016, we projected a 5% growth of the hotels, unfortunately for first quarter that has not materialized and revenues are remaining flat over 2015.
	+ The board discussed the revenues and the impacts
* By Laws: Discussion of proposed changes to the by laws proposed by the Executive Committee
	+ Open discussion about the by laws. By laws require 10 days written notice to adopt.
	+ Brooks and Katie will schedule a conference call and provide notice for by laws approval.
* Updated Internal Controls and Policies:
	+ Bill Grant introduced the new changes
	+ Motion to adopt the new controls is made by Nancy. Seconded by Kathy. All approved.
* New board member: Motion by Peter Dunn to add Jason Caughron as Hotel Member 2 to the board. Second made by Bill Grant. All in favor.

**Adjourn**:

There being no further business to discuss, the meeting was adjourned at 1:00 pm.

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 Katie Williams, Executive Director

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Michael Bryan, Chair