**CVBD Board of Directors**

**Meeting Minutes**

**May 17, 2017**

Members Present: Nancy Musselwhite, Kathy Brandt, Ricardo Gonzalo, Bill Grant, Tammy Thompson, Doug McKendrick, Alicia Wiley

Members Absent: Bill Baker, Jason Caughron, Tony Trusty

Others Present: Katie Williams, Executive Director

Nancy Musselwhite called the meeting to order at 11:39 a.m.

**Minutes**

* The Board reviewed minutes from the May 11, 2017 Board of Directors Meeting. Upon motion duly made and seconded, the minutes were unanimously passed.

**Committee Reports:**

Executive:

* Nancy Musselwhite gave remarks in memory of Michael Bryan, a CVB board member and former Chairperson.

Personnel:

* Katie Williams reported that Annual Reviews were conducted for all members of the CVB staff in July.
* She also reported that the Executive Committee had voted to make the part-time marketing position a full-time position, effective October 1. Melanie Watson who currently holds the part-time position will be promoted into the full-time position at that time.

Financials:

* Bill Grant and Katie Williams reported on the year to date financials through June, and provided a forecasted budget for the remainder of the year.

**City of Dunwoody Report:**

* Michael Starling attended the meeting to provide an update on the hotel/motel tax increase. He reported that the hotels stakeholder group had met prior to the meeting and that more stakeholder meetings would be taking place in the coming weeks.
* Michael reported on the Shape Dunwoody meetings that would be coming up in September and October.
* He provided an update and overview on the Arts and Cultural Master Plan that will begin this fall.
* Michael and Katie discussed the CVB’s office space and the possibility of vacating the space before the lease ends. They have no firm details at this time and will update the board as they become available.

**Director’s Report:**

* Katie reviewed the Executive Director’s report that was distributed to the board.
* Kimberly Franz, Marketing Director, came into the meeting and provided a marketing report to the board.
* Steven Schumacher, Director of Sales, also joined the meeting and provided a sales report to the board.

**New Business:**

2018 Budget Discussion:

* Katie reported that the 2018 budget will be presented at the October board meeting. She will be meeting with a budget committee to prepare a 5% budget based on current tax revenues and an 8% budget in case the tax increase goes through.
* Nancy Musselwhite appointed the 2018 budget committee, to include Ricardo Gonzalo, Bill Grant, Alicia Wiley, and Doug McKendrick.

2018 Nominating Committee:

* Nancy Musselwhite appointed the 2018 Nominating Committee members, to include Kathy Brandt, Doug McKendrick, and Tammy Thompson.
* Katie reported on the positions that are currently open or will become open, and said that she will reach out to the nominating committee soon to schedule a meeting.

The meeting adjourned at 1:00 p.m.