**CVBD Board of Directors**

**Meeting Minutes**

**October 12, 2017**

Members Present: Nancy Musselwhite, Kathy Brandt, Ricardo Gonzalo, Bill Grant, Doug McKendrick, Alicia Wiley, Bill Baker, Jason Caughron

Others Present: Katie Williams, Brooks Binder, Michael Starling

Nancy Musselwhite called the meeting to order at 11:40 a.m.

**Minutes**

* The Board reviewed minutes from the August 17, 2017 Board of Directors Meeting. Upon motion duly made and seconded, the minutes were unanimously passed.

**Committee Reports:**

Executive:

* Jason Caughron reviewed the STR report and discussed the market forecast through 2017 and for 2018.

Personnel:

* Katie Williams reported that the executive committee reviewed medical plans and made the decision to switch to a different Humana plan because of the current plan was receiving a significant cost increase.
* The current dental and vision plans were renewed because there was no change in rate.

Financials:

* Bill Grant and Katie Williams presented the 2018 budget for the current 5% tax. Upon motion duly made and seconded, the 2018 budget with the assumed 5% tax was unanimously passed.
* Katie Williams presented a proposed 8% tax alternative budget, which would considered for adoption in the event the City Council approves the proposed increase in the applicable hotel/motel tax in December. If the increase is approved, then the CVB board of directors will meet via conference call on December 12 to consider and vote upon the alternative 8% budget.

**City of Dunwoody Report:**

* Michael Starling attended the meeting to provide an update on the public meeting process for the proposed hotel/motel tax increase. The first read of the proposed ordinance will take place in November 2017 and the second in December 2017. The Council will vote on the ordinance in December, and if passed, the new tax rate will take effect January 1, 2018. Mr. Starling also discussed the project list and the City’s process in ensuring that public input is received with regard to the projects to be funded by the additional tax proceeds from the increased hotel/motel tax.

**Director’s Report:**

* 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.

**Old Business:**

Office Relocation:

* Katie reported that there is still no update on the potential office relocation. She will continue to keep the board updated on information as it is received.

2018 Nominating Committee:

* The 2018 slate of officers and expiring director terms were presented by the nominating committee. Upon duly motioned and seconded, the slate was passed unanimously.

**New Business:**

2017/2018 Meeting Schedule:

* Katie will send a placeholder for the conference call on December 12.
* The Q1 board meeting will be held at the end of March upon Katie’s return from maternity leave. Meetings will continue to be held on Thursdays from 11:30 – 1:00.

The meeting adjourned at 12:57 p.m.