

## **NATCHEZ CONVENTION PROMOTION COMMISSION**

### **Regular Meeting**

**Wednesday, October 17, 2018 1:07 pm**

Commissioners Present: Katie McCabe, Lance Harris, Helen Moss Smith, Dana Wilson, Barbara Bruce and Lavada Hill

Commissioners Absent:

Staff: Jennifer Combs, Darrell White, Lynsey Smith, and Stratton Hall

Guests: Walter Tipton and Peyton Cavin

### **CALL TO ORDER & WELCOME**

- Lance Harris called the meeting to order and welcomed everyone.

### **APPROVE MINUTES**

**Helen Smith motioned, seconded by Barbara Bruce, to approve the minutes from September 19, 2018.**

**The motion carried unanimously.**

**Helen Smith motioned, seconded by Barbara Bruce, to approve the minutes from October 1, 2018.**

**The motion carried unanimously.**

- Lavada Hill arrived at 1:11 pm.

### **FINANCIALS**

- Peyton Cavin presented the financials including the payment docket

**Katie McCabe motioned, seconded by Dana Wilson, to approve the payment docket and financials as presented.**

**The motion carried unanimously.**

### **NATCHEZ CONVENTION CENTER REPORT**

- Walter Tipton presented a report on recent and upcoming conferences.

### **OLD BUSINESS**

- Lance Harris presented a request to accept & approve the 2017 audit conducted by the Gillon Group.

**Katie McCabe motioned, seconded by Helen Smith, to accept and approve the Fiscal Year 2017 Audit for the Natchez Convention Promotion Commission as presented by the Gillon Group.**

**The motion carried unanimously.**

- Lance Harris presented a list of Tourism Marketing Advisory Committee appointments.

**Katie McCabe motioned, seconded by Barbara Bruce, to accept the recommendation of Caitlin Goodman to the Tourism Marketing Advisor Committee as the representative for the Natchez-Adams County Chamber of Commerce to serve a term with an expiration date of October 26, 2020.**

**The motion carried unanimously.**

**Helen Smith motioned, seconded by Dana Wilson, to accept the recommendation from the Historic Natchez Foundation to accept the resignation of Mimi Miller as the representative for the Tourism Marketing Advisor Committee and for the replacement recommendation of Carter Burns to fulfil the remainder of Mimi Miller’s term to end on March 10, 2020.**

**The motion carried unanimously.**

- Jennifer Combs presented an invoice for brochures for NAPAC.

**Lance Harris motioned, seconded by Lavada Hill, to approve the expenditure of \$400 for the cost of printing the NAPAC brochure.**

- **Katie McCabe motioned, seconded by Dana Wilson, to amended the motion to recognize a motion was approved unanimously on June 13, 2018 to approve \$265 in printing cost for NAPAC brochures and the approval of \$400 is to cover the difference in actual printing costs.**
- **The amendment carried unanimously.**

**The motion, as amended, carried unanimously.**

#### **NEW BUSINESS**

- Jennifer Combs presented a funding request for Longwood Afternoon in the amount of \$5,000 with TMAC recommending a funding range of \$1,500 to \$2,500.

**Katie McCabe motioned, seconded by Helen Smith, to approve the funding request for Longwood Afternoon to be held on November 10, 2018 in the amount of \$2,000.**

- **Lavada Hill suggested increasing the funding amount to \$2,500.**
- **Katie McCabe motioned, seconded by Barbara Bruce, to amend the previous motion to approve the funding request for Longwood Afternoon to be held on November 10, 2018 in the amount of \$2,500.**
- **The amendment carried unanimously.**

**The motion, as amended, carried unanimously.**

#### **DIRECTOR’S REPORT**

- Jennifer Combs presented a request for time off for November 2-5 and December 26 - January 2.

**Helen Smith motioned, seconded by Katie McCabe, to approve Jennifer Comb's personal time off requests for November 2, 2018 and November 5, 2018, and from December 26, 2018 thru January 2, 2019.**

**The motion carried unanimously.**

- Jennifer Combs presented a request for Lynsey Smith to attend the MSAE conference in Mobile, AL.

**Helen Smith motioned, seconded by Barbara Bruce, to approve Lynsey Smith attend the Mississippi Society of Association Executives in Mobile, AL December 2 – 4, 2018 at an estimated cost of \$1,800.20.**

**The motion carried unanimously.**

- Jennifer Combs presented an action request from Darrell White indicating she wasn't sure what the request is for with discussion regarding various associations for the organization to join. The Commission requested Darrell White provide a list of organizations with the cost of each to the board for approval.
- Jennifer Combs requested Darrell White work with Stratton Hall to organize a meeting with antebellum home owners, National Park Service, Natchez Garden Club, Natchez Pilgrimage Garden Club, Natchez Pilgrimage Tours, Auburn, Rosalie, and any other local groups in an effort to gage interest in a Behind the Big House Workshop if hosted in Natchez.
- Darrell is to report back to Jennifer and the board the status of the meeting within one week.
- Lance Harris stated for the record the Executive Director as Director of Personnel has the authority to assign work and follow up requirements to the staff.

#### **EXECUTIVE SESSION**

**Katie McCabe motioned, seconded by Dana Wilson, to go into closed determination for executive session at 2:27 pm.**

**The motion carried unanimously.**

**Lance Harris motioned, seconded by Katie McCabe, to go into executive session to discuss personnel at 2:36 pm.**

**The motion carried unanimously.**

**Lance Harris motioned, seconded by Katie McCabe, to return to regular session at 4:18.**

**The motion carried unanimously.**

#### **NEXT MEETING**

**Lance Harris motioned, seconded by Katie McCabe, to change the date of the next Regular Natchez Convention Promotion Commission Meeting to Wednesday, November 28, 2018 at 1:00 pm.**

**The motion carried unanimously.**

**Lance Harris rescinded his previous motion.**

**Lance Harris motioned, seconded by Katie McCabe, to change the date of the next Regular Natchez Convention Promotion Commission Meeting to Monday, November 19, 2018 at 1:00 pm.**

**The motion carried unanimously.**

**ADJOURN**

**Lance Harris motioned, seconded by Katie McCabe, to adjourn at 4:21.**

**The motion carried unanimously.**

Attachments: Agenda

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Lance Harris, Chairman

ATTEST:

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Katie Johnson McCabe, Secretary / Treasurer