

NATCHEZ CONVENTION PROMOTION COMMISSION
Regular Meeting
Wednesday, July 20, 2022 1:00pm

Commissioners Present: Helen Smith, Lance Harris, Barbara Bruce, Dana Wilson, & Katie McCabe via GoTo Meeting

Commissioners Absent: Robbie Cade Furdge

Staff: Devin Heath, Roscoe Barnes & Sarah Sookraj

Visitors: Monica Cross, Sarah Lindsey Laukhuff & Walter Tipton

CALL TO ORDER & WELCOME

- Helen Smith called meeting to order at 1:06pm and welcomed everyone.

Approve Minutes

Dana Wilson motioned, seconded by Barbara Bruce to approve the June 15, 2022 minutes.

The motion passed unanimously.

Financials

- Monica Cross presented the financials including the payment docket.

Barbara Bruce motioned, seconded by Dana Wilson, to approve the financials.

The motion passed unanimously.

Walter Tipton joined the meeting at 1:26pm.

New Business

Lance Harris motioned, seconded by Barbara Bruce, that we adopt the changes made to the Marketing Assistance funding program guidelines pending the changes on page two, directly above the event dates application due date box that paragraph the second sentence to read applications must be received by the first of the month or the first business day if the first is on a holiday or weekend for events no less than sixty days following an application submission and the event dates be December 1 – February 28, March 1 – May 30, June 1 – August 31 and September 1 – November 30.

The motion passed unanimously.

Lance Harris motioned, seconded by Barbara Bruce, that we approve the Marketing Assistance Funding request for Seeds of Change Resource Foundation for The Bikers Weekend on the bluff in Natchez event for the amount of \$2,500.00.

The motion passed unanimously.

Lance Harris Motioned, seconded by Dana Wilson that the request for Christmas in Natchez is tabled for the time being.

The motion passed unanimously.

Helen Smith motioned, seconded by Dana Wilson, that the Longwood Music Festival be funded \$2,500.00. Lance Harris recused himself.

The motion passed unanimously.

Accepting recommendations of the Budget Committee, requests for Natchez Fashion Week, Afroxitica Dance Class and Crepe Myrtle Festival did not receive motions to proceed.

Helen Smith motioned, seconded by Lance Harris, that we move forward with Fair Harbor as a ticketing platform.

The motion passed unanimously.

Lance Harris motioned, seconded by Barbara Bruce, to approve the NCPC written Code of Conduct for Employees, Officers and Agents Engaged in the Selection, Award and Administration of Contracts.

The motion passed unanimously.

Barbara Bruce motioned, seconded by Dana Wilson, that we approve the Policies and Procedures for Procurement Using Federal Grant Awards.

The motion passed unanimously and will be spread upon the minutes.

Dana Wilson motioned, seconded by Barbara Bruce, to issue an RFP for an advertising agency in conjunction with the MTRF 2 funding and to establish a select committee to review proposals and provide recommendations to the board for approval.

The motion passed unanimously.

Lance Harris motioned, seconded by Barbara Bruce, to go into closed determination at 2:51pm for the purposes of personnel matters.

The motion passed unanimously.

Lance Harris motioned, seconded by Helen Smith, to go into executive session for the purpose of discussing personnel issues.

The motion passed unanimously.

NCPC returned to regular session at 3:19pm.

Lance Harris motioned, seconded by Dana Wilson, to empower the president/chairman and executive director to work out a time that's most conducive for our regular August meeting.

The motion passed unanimously.

NEXT MEETING

Special Call Meeting - Tuesday, July 26, 2022 at 12:00pm

Regular Meeting - Monday, August 22, 2022 at 1:00pm

ADJOURN

- Helen Smith adjourns meeting at 3:30pm without objection.

Attest:

Helen Moss Smith, Chairperson

Robbie Cade Furdge, Secretary