

**NATCHEZ CONVENTION PROMOTION COMMISSION**

**Regular Meeting**

**Wednesday, June 19, 2019 1:11 pm**

Commissioners Present: Katie McCabe, Lance Harris, Helen Moss Smith, Dana Wilson, Lavada Hill, and Barbara Bruce  
Commissioners Absent: None  
Staff: Jennifer Combs, Lynsey Smith, Stratton Hall, & Katie Ernst  
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 Dana Wilson, to approve the minutes from April 30, 2019.**

**The motion carried unanimously.**

**Helen Smith motioned, seconded by Barbara Bruce, to approve the minutes from May 3, 2019.**

**The motion carried unanimously.**

**Helen Smith motioned, seconded by Barbara Bruce, to approve the minutes from May 22, 2019.**

- Katie McCabe noted for the record, Lavada Hill sent an email indicating she didn't remember seconding the motion "Katie McCabe motioned, seconded by Lavada Hill, to approve the marketing funding request in the amount of \$4,000 for the Summer Wine and Dine TourFest held by the Natchez Bed and Breakfast Association August 9 – 11, 2019." After receiving the email, the recording was pulled and verified with the motion beginning on the recording at 1:24:47 with the second occurring at the 1:25:07 mark.

**The motion carried unanimously.**

**FINANCIALS**

- Peyton Cavin presented the financials including the payment docket

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

**The motion carried unanimously.**

- Lance Harris noted for the record that Lavada Hill joined the meeting at 1:34 pm.

## **NATCHEZ CONVENTION CENTER REPORT**

- Walter Tipton presented a report on recent and upcoming conferences and events.
- Lance Harris asked Walter Tipton for the record about page two of the Jackson – Ridgeland office sales update includes the Mississippi Tourism Association’s Mississippi Governors Conference on Tourism proposals for 2020, 2021, and 2022 with attendees of 250 indicating the proposal requires complimentary meeting space and AV equipment while the proposal submitted included a \$4,000 fee for these items. He asked if this is something that would be reconsidered since the proposal will be rejected with the fee. Walter Tipton responded that they would need to quote MTA what they would quote any other association and that it is an expense the CVB should underwrite. Lance Harris asked for clarification if the items were provided complimentary when the association met in Natchez in 2016 and stated the NCPC will be sponsoring a reception if Natchez is selected and that the event would bring the Governor and Lt. Governor to town. Discussion continued regarding the Natchez Convention Center needing to make money on the conferences with questions being asked about the 20 percent fee added to food and beverage sales and how much income would typically be generated by it and that breaks and meals will be sponsored by various CVB’s from all over the state and held on site. Walter Tipton agreed to review the details regarding the complimentary space and will follow up with the staff regarding the final proposal.

## **EXECUTIVE SESSION**

**Lance Harris motioned, seconded by Katie McCabe, to go into closed determination for executive session at 2:13 pm.**

**The motion carried unanimously.**

**Helen Smith motioned, seconded by Lavada Hill, to go into executive session to discuss personnel at 2:14 pm.**

**The motion carried unanimously.**

**Lance Harris motioned, seconded by Katie McCabe, to return to regular session at 2:31 pm.**

**The motion carried unanimously.**

## **NEW BUSINESS**

**Lance Harris motioned, seconded by Katie McCabe, to accept the Resolution as presented:**

**RESOLUTION OF THE  
NATCHEZ CONVENTION PROMOTION COMMISSION**

The Natchez Convention Promotion Commission (hereinafter the NCPC) took up for consideration the matter of the name that should be used on the bank accounts for operating and marketing currently held at Home Bank, Natchez, Mississippi, and the signatories on those accounts. The NCPC supports the premise that, although the accounts previous were in the name of "Natchez Convention and Visitors Bureau", these accounts and all documents including but not limited to checks and statements should reflect the legal and correct name of the NCPC and should read "Natchez Convention Promotion Commission". The NCPC also took up or consideration the signatories on the account.

After a discussion of the subject, Commissioner \_\_\_\_\_ offered and moved for the adoption of the following resolution:

**RESOLUTION OF THE NATCHEZ CONVENTION PROMOTION COMMISSION CONFIRMING THE NAME ON THE BANK ACCOUNTS CURRENTLY HELD AT HOME BANK, NATCHEZ, MISSISSIPPI TO THE CORRECT AND LEGAL NAME OF THE COMMISSION. THE COMMISSION ALSO CONFIRMS THE SIGNATORIES ON THE ACCOUNT ARE TO BE AS LISTED BELOW.**

**WHEREAS**, the NCPC hereby finds, determines, adjudicates, and declares as follows:

1. The bank accounts for operating and marketing for the NCPC are currently held at Home Bank, Natchez, Mississippi.
2. The correct and legal name for these accounts is the **NATCHEZ CONVENTION PROMOTION COMMISSION**.
3. It has been determined that all bank accounts and related documents for the operating and marketing accounts currently held at Home Bank, Natchez, Mississippi be changed to the correct and legal name of the **NATCHEZ CONVENTION PROMOTION COMMISSION**, effective as soon as possible.
4. The accounts will retain the NCPC's tax ID number: 64-0603162.
5. All checks require two signatures. The signatories on the account are to be: Jennifer Ogden Combs, Executive Director, Commissioners Virginia Johnson McCabe, Secretary/Treasurer, Barbara Bruce, Lavada Hill, Helen Moss Smith, and Dana Wilson.

**NOW, THEREFORE, BE IT RESOLVED BY THE NCPC THAT THE BANK ACCOUNTS AND ALL RELATED DOCUMENTS ARE TO BE CHANGED TO THE CORRECT AND LEGAL NAME OF THE NATCHEZ CONVENTION PROMOTION COMMISSION AND THE NAMES LISTED BELOW ARE TO BE SIGNATORIES ON THE ACCOUNTS.**

Commissioner \_\_\_\_\_ seconded the motion to adopt the foregoing resolution, and the question being put to a vote, the result was as follows:

Commissioner	Lance Harris	_____
Commissioner	Katie McCabe	_____
Commissioner	Barbara Bruce	_____
Commissioner	Lavada Hill	_____

Commissioner Helen Moss Smith \_\_\_\_\_  
Commissioner Dana Wilson \_\_\_\_\_

The motion has received the affirmative vote of the majority of the members present, the Chairman declared the motion carried and the resolution adopted, on this the \_\_\_\_\_ day of June, 2019.

\_\_\_\_\_  
LANCE HARRIS, PRESIDENT/CHAIRMAN  
Natchez Convention Promotion Commission

**The motion carried unanimously.**

**Katie McCabe motioned, seconded by Dana Wilson, to approve the cooperative advertising request of the Natchez Convention Center at a total cost of \$1,892 in which the Natchez Convention Promotion Commission and Natchez Convention Center will each pay fifty percent of the cost of a digital and print advertisement in the Mississippi Journal.**

**The motion carried unanimously.**

**Barbara Bruce motioned, seconded by Helen Smith, to honor the marketing funding request of the Natchez Festival of Music in the amount of \$6,000.**

**The motion carried unanimously.**

**PRESIDENT / CHAIRMAN'S REPORT**

- Lance Harris discussed the City of Natchez's request for assistance on managing their licensing agreement for the City Seal and that they have provided the City with a copy of the current agreement the NCPC uses.

**Lance Harris motioned, seconded by Barbara Bruce, to amend the Natchez Convention Promotion Commission dba Visit Natchez Personnel Policies and Procedures approved and adopted April 30, 2019 in the following manner: the last sentence in the section titled "Travel away from home community" on page 22 will now read "The organization will consider as compensatory time for exempt employees that time spend in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile as part of your principal activity or job function."**

**The motion carried unanimously.**

- Lance Harris discussed an annual report he is reviewing and will be bringing to the Commission in the near future.

**DIRECTOR'S REPORT**

**Katie McCabe motioned, seconded by Dana Wilson, to approve Lynsey Smith attend the Small Market Meeting in Green Bay, Wisconsin September 24 – 29, 2019 with an estimated cost of \$3,000.**

**The motion carried unanimously.**

**Katie McCabe motioned, seconded by Helen Smith, to approve Darrell White to attend the Association of African American Museum Conference in Jackson, MS August 6 – 10, 2019 with an estimated cost of \$1,150.**

**The motion carried unanimously.**

**NEXT MEETING**

Wednesday, July 17, 2019

**ADJOURN**

**Katie McCabe motioned, seconded by Lance Harris, to adjourn at 3:21 pm.**

**The motion carried unanimously.**

Attachments:

- Agenda

---

Lance Harris, Chairman

ATTEST:

---

Katie Johnson McCabe, Secretary / Treasurer