

NATCHEZ CONVENTION PROMOTION COMMISSION
Regular Rescheduled Meeting
Tuesday, April 30, 2019 1:07 pm

Commissioners Present: Katie McCabe, Lance Harris, Helen Moss Smith, Dana Wilson, Lavada Hill, and Barbara Bruce
*Dana Wilson present via telephone.

Commissioners Absent: None

Staff: Jennifer Combs, Lynsey Smith, Darrell White, Stratton Hall, & Katie Ernst

Guests: Sarah Williams

CALL TO ORDER & WELCOME

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

APPROVE MINUTES

Lance Harris motioned, seconded by Helen Smith, approve the minutes from March 20, 2019.

The motion carried unanimously.

Lance Harris motioned, seconded by Helen Smith, approve the minutes from April 9, 2019.

The motion carried unanimously.

FINANCIALS

Helen Smith motioned, seconded by Lavada Hill, to dissolve previous Budget Committee and form a new budget committee consisting of Katie McCabe, Lavada Hill, and Helen Smith.

The motion carried unanimously.

- Lance Harris noted for the record that Barbara Bruce joined the meeting at 1:15 pm.
- Sarah Williams and Jennifer Combs presented the financials including the payment docket

Katie McCabe motioned, seconded by Helen Smith, to approve the financials and payment docket as presented.

The motion carried unanimously.

EXECUTIVE SESSION

Helen Smith motioned, seconded by Lavada Hill, to go into closed determination for executive session at 1:23 pm.

The motion carried unanimously.

Lance Harris motioned, seconded by Katie McCabe, to go into executive session to discuss personnel at 1:25 pm.

The motion carried unanimously.

Lance Harris motioned, seconded by Katie McCabe, to return to regular session at 1:43 pm.

The motion carried unanimously.

Katie McCabe motioned, seconded by Barbara Bruce, to raise the salary of the Director of Heritage Cultural Tourism as discussed in executive session.

The motion carried unanimously.

Lance Harris motioned, seconded by Helen Smith, to dissolve previous Human Resources Committee and form a new Human Resources Committee consisting of Lance Harris, Barbara Bruce, and Dana Wilson.

The motion carried unanimously.

OLD BUSINESS

- **Lance Harris presented the final copy of the Natchez Convention Promotion Commission's Personnel Policy and Procedures Manual noting it reflects the City of Natchez's leave policy and has been reviewed by Grayson Lewis as legal counsel.**
 - **Discussion occurred regarding the manual.**

Katie McCabe motioned, seconded by Barbara Bruce, to approve and adopt the Natchez Convention Promotion Commission's Personnel Policy and Procedures Manual as presented.

NEW BUSINESS

Katie McCabe motioned, seconded by Lavada Hill, to approve the marketing funding request by Bluff City Bowl in the amount of \$2,500.

The motion carried unanimously.

Katie McCabe motioned, seconded by Helen Smith, to approve the Tourism Marketing Advisory Committee's recommendation of \$450 in funding for brochure printing for the NAPAC Museum.

- Discussion occurred regarding the amount of funding requested.

Roll Call Vote:

- Lane Harris – Aye
- Katie McCabe – Aye
- Helen Smith – Aye
- Lavada Hill – Aye
- Barbara Bruce – Nay
- Dana Wilson – Aye

The motion carried five to one.

Katie McCabe motioned, seconded by Helen Smith, to approve the Tourism Marketing Advisory Committee's recommendation of \$800 in funding for the Mississippi Airport Association's Annual conference May 15 – 17, 2019.

The motion carried unanimously.

Helen Smith motioned, seconded by Barbara Bruce, to engage with Mississippi Magazine for a ½ page, full color advertisement in the Best of Mississippi issue at a cost of \$895.

The motion carried unanimously.

Helen Smith motioned, seconded by Barbara Bruce, to engage with Mississippi Magazine for a ½ page, full color advertisement in the July / August 2019 issue at a cost of \$895.

The motion carried unanimously.

DIRECTOR'S REPORT

Helen Smith motioned, seconded by Barbara Bruce, to approve the travel request of Jennifer Combs to attend the Mississippi Tourism Association Board Retreat in Biloxi, MS May 13 -15, 2019 at an estimated cost of \$500.

The motion carried unanimously.

Lance Harris motioned, seconded by Katie McCabe, to change the date of the Regular May meeting from May 15, 2019 to May 22, 2019.

The motion carried unanimously.

NEXT MEETING

Wednesday, May 22, 2019

ADJOURN

Lance Harris motioned, seconded by Katie McCabe, to adjourn at 2:24 pm.

The motion carried unanimously.

Attachments:

- Agenda
- Notice of Date Change April 24, 2019
- Notice of Date Change April 30, 2019

Lance Harris, Chairman

ATTEST:

Katie Johnson McCabe, Secretary / Treasurer