

NATCHEZ CONVENTION PROMOTION COMMISSION

Regular Meeting

Wednesday, March 18, 2020 1:06 pm

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

Commissioners Absent: Lavada Hill

Staff: Jennifer Combs

Guests: Peyton Cavin

- *Meeting was held in the lobby of the Visit Natchez Office in lieu of the board room in order to allow a minimum of six feet for social distancing.*

CALL TO ORDER & WELCOME

- Lance called the meeting to order and welcomed everyone.

APPROVE MINUTES

Katie McCabe motioned, seconded by Helen Smith, to table the minutes from the regular monthly meetings of the Natchez Convention Promotion Commission from January 15, 2020 and February 26, 2020.

The motion carried unanimously.

NATCHEZ CONVENTION CENTER REPORT

FINANCIALS

- Peyton Cavin 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.

- Katie McCabe presented a request to adjust the budget to include a line item for 2020 Tourism Economic Stimulus Fund.

Katie McCabe motioned, seconded by Dana Wilson, to amend the Natchez Convention Promotion Commission FY 2020 budget approved on July 31, 2019 to add a line item titled 2020 Tourism Economic Stimulus in the amount of \$100,000 and to empower the president/chairman, secretary/treasurer, and executive director of the Natchez Convention Promotion Commission to create, distribute and execute guidelines and applications for the use of 2020 Tourism Economic Stimulus funds.

The motion carried unanimously.

NATCHEZ CONVENTION CENTER REPORT

- Walter Tipton provided a report via e-mail on recent conferences and events.

Barbara Bruce joined the meeting at 1:15 pm.

NEW BUSINESS

- Lance Harris discussed the current COVID 19 situation and the need to be able to meet and conduct work remotely during the global pandemic.

Helen Smith motioned, seconded by Barbara Bruce, to allow the NCPC to conduct meetings and business via any telecommunication method deemed appropriate in times of emergency and to make those meetings accessible to the public

The motion carried unanimously.

EXECUTIVE SESSION

Lance Harris motioned, seconded by Katie McCabe, to go into closed determination for executive session at 1:19 pm.

The motion carried unanimously.

Lance Harris motioned, seconded by Katie McCabe, to go into executive session to discuss personnel, leasing of property, and employment contracts at 1:20 pm.

The motion carried unanimously.

Katie McCabe motioned, seconded by Lance Harris, to return to regular session at 1:25 pm.

The motion carried unanimously.

Katie McCabe motioned, seconded by Barbara Bruce, to empower the president/chairman of the NCPC to place the full time salaried employees on paid administrative leave on a week to week, as needed basis in times of emergency with the start date(s) and end date(s) to be named by the president/chairman of the NCPC.

The motion carried unanimously.

Dana Wilson motioned, seconded by Barbara Bruce, to follow the suggestion of the Natchez Convention Promotion Commission Human Resources committee and to terminate the search for, and hiring thereof, for a deputy director.

The motion carried unanimously.

Dana Wilson motioned, seconded by Helen Smith, to amend the amount listed on the Natchez Convention Promotion Commission Fiscal Year 2020 budget approved on July 30, 2019 on line 4150-001 titled "Contract Labor" to be \$35,000.

The motion carried unanimously.

Dana Wilson motioned, seconded by Barbara Bruce, to follow the suggestion of the Natchez Convention Promotion Commission Human Resources committee and to empower the executive director to hire a project manager on a contractual basis.

The motion carried unanimously.

Dana Wilson motioned, seconded by Helen Smith, for the Natchez Convention Promotion Commission to assume all of its own Human Resources related business including payroll, insurance, retirement - including PERS, and other items as necessary by or before August 31, 2020 in light of the changes in ownership and management of the Natchez Visitors Reception Center, aka Visitor's Reception and Intermodal Transportation Center. and the end date of the Second Amended Management Agreement between Natchez Convention Promotion Commission and the City of Natchez.

The motion carried unanimously.

Katie McCabe motioned, seconded by Barbara Bruce, to empower the president/chairman of the Natchez Convention Promotion Commission to write and send a letter to the Public Employees' Retirement System of Mississippi requesting to be granted authority as a program administrator for the staff of the Natchez Convention Promotion Commission.

The motion carried unanimously.

DIRECTOR'S REPORT

- Jennifer Combs presented a report including the staff has been setup to work remote during the global pandemic, digital advertisements have been suspended, and all staff travel has been suspended for the time being.

NEXT MEETING

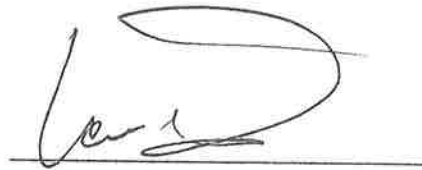
- Wednesday, April 15, 2020

ADJOURN

Katie McCabe motioned, seconded by Barbara Bruce, to adjourn at 1:36 pm.

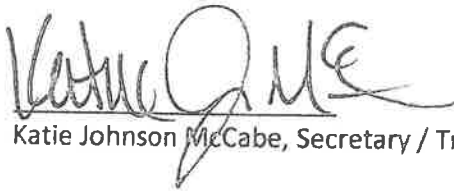
The motion carried unanimously.

Attachments: Agenda



Lance Harris, Chairman

ATTEST:



Katie Johnson McCabe, Secretary / Treasurer