

DISCOVER
DURHAM

FISCAL YEAR 2019-2020
MINUTES



MINUTES

DISCOVER DURHAM TOURISM DEVELOPMENT
AUTHORITY MEETING

NO MEETING IN JULY



DRAFT MINUTES

DISCOVER DURHAM
TOURISM DEVELOPMENT AUTHORITY MEETING
TUESDAY, AUGUST 27, 2019, 3:00 PM

BOARD PRESENT

Patrick Byker
Aubrey Zinaich
Ron Hunter

Monica Edwards
Craig Spitzer
Caesar Swift
Javiera Caballero

Seth Jernigan
Lois Deloatch

STAFF PRESENT

Shelly Green

Parmod Chandna

Susan Amey

E'Vonne Coleman

At 3:03 p.m. Chair Lois Deloatch called the meeting to order. The Board took the following actions:

- Voted to approve the minutes of the June 25, 2019 meeting.
- Voted to approve the financial status reports as of June 30, 2019, and July 31, 2019.
- Reviewed financial policies in anticipation of communications from auditors.
- Signed annual conflict of interest form.
- Reviewed, discussed, and accepted the president's progress report.
- Discussed board recruitment and transition of seats that will occur in October.
- Reviewed proposed board retreat objectives and agenda.
- Board agreed to complete board assessment survey. Staff will solicit input from up to ten former board members.
- Initiated annual CEO evaluation with instructions to complete an online survey by Monday, 9/9/19.
- At the close of the formal meeting board members moved off site to have the annual board photo taken.

The meeting was adjourned at 4:25 p.m.

Respectfully Submitted,

Aubrey Zinaich, Secretary/Treasurer

DISCOVER DURHAM

212 W Main Street, Suite 101
Durham, NC 27701

TF: (800) 446-8604

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DRAFT MINUTES

DISCOVER DURHAM
TOURISM DEVELOPMENT AUTHORITY
MEETING TUESDAY, SEPTEMBER 24, 2019,
3:00 PM

BOARD PRESENT

Patrick Byker
Aubrey Zinaich
Ron Hunter

Monica Edwards
Craig Spitzer
Caesar Swift
Bill Ingram

Seth Jernigan
Lois Deloatch

STAFF PRESENT

Shelly Green Cara Rousseau Parmod Chandna Susan Amey E'Vonne Coleman

At 3:05 p.m. Chair, Lois Deloatch called the meeting to order. The Board took the following actions:

- Voted to approve the minutes of the August 27, 2019 meeting.
- Voted to approve the financial status reports as of August 30, 2019.
- Voted to accept the auditors' report.
- Reviewed, discussed, and accepted the president's progress report.
- Recommendations for new board members:
 - Mayoral appointment: Lois Deloatch, on behalf of the Executive Committee, put forward a recommendation that Michael Page, Director of External Affairs for NCCU, be recommended to Mayor Steve Schewel for the TDA board seat designated for a mayoral appointee. The board voted to approve this recommendation. Bill Ingram abstained from the vote.
 - The County seat for a limited-service hotelier: Lois Deloatch, on behalf of the Executive Committee, put forward a recommendation that Daniel Edwards, an applicant representing Morehead Bed & Breakfast, be recommended to the County Commissioners for appointment to the board. The board voted to approve this recommendation. Monica Edwards abstained.
 - County seat for a representative from the transportation or retail sectors: After discussion, in consideration that the county received only one application, and the application of one candidate who had reported applying had not been received, the board asked that the county clerk be requested to reopen the application until October 16 to allow the missing application to be resubmitted, and allow for any additional applicants who may wish to apply. The board will consider candidates for this board seat in the October TDA meeting, and staff will include all applications for the seat in the October board packet.
- Voted to move to Executive Session as permitted by GS 143-318:11 (a) to conduct the annual performance review of the Past President.

- Voted to return to regular session and reported that the board conducted its annual review of the Past President and voted to award a \$20,000 performance bonus for the 15-month period in addition to recognition of Shelly's cumulative years of outstanding service.

Returned to regular session at 4:10 p.m. The meeting was adjourned at approximately 4:30 p.m.

Respectfully Submitted,

Aubrey Zinaich, Secretary/Treasurer

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DRAFT MINUTES

DISCOVER DURHAM
TOURISM DEVELOPMENT AUTHORITY
MEETING TUESDAY, October 22, 2019,
3:00 PM

BOARD PRESENT

Patrick Byker
Aubrey Zinaich
Brenda Howerton

Monica Edwards
Craig Spitzer
Caesar Swift

Seth Jernigan
Lois Deloatch

STAFF PRESENT

Cara Rousseau

Parmod Chandna

Susan Amey

E'Vonne Coleman

At 3:04 Chair Lois Deloatch called the meeting to order. The board took the following actions:

- Voted to approve the minutes of the September 24th meeting.
- Voted to accept the Financial Status Report as of September 30th, 2019.
- Voted to approve the opening of a new bank account at PNC, to authorize Parmod Chandna as new signatory for all accounts (BB&T, M&F, Pinnacle, PNC, and Self Help), and to remove E'Vonne Coleman as signatory for any accounts.
- Reviewed applications received for the open "transportation or retail" county seat on the TDA. Voted to recommend Jonathan Stewart and Jennings Brody, in that order of priority, to the County Commissioners for approval.
- Reviewed, discussed and accepted the President's Progress Report

The meeting was adjourned at 4:28 PM

Respectfully Submitted,

Aubrey Zinaich, Secretary/Treasurer

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DRAFT MINUTES

NO MEETING IN NOVEMBER

DRAFT MINUTES

DISCOVER DURHAM
TOURISM DEVELOPMENT AUTHORITY
MEETING TUESDAY, October 22, 2019,
3:00 PM

BOARD PRESENT

Patrick Byker
Aubrey Zinaich
Brenda Howerton

Monica Edwards
Craig Spitzer
Caesar Swift

Seth Jernigan
Lois Deloatch

STAFF PRESENT

Cara Rousseau

Parmod Chandna

Susan Amey

E'Vonne Coleman

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Aubrey Zinaich, Secretary/Treasurer

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