



FISCAL YEAR 2010-2011

MINUTES

MINUTES

Durham Convention & Visitors Bureau
Tourism Development Authority Meeting
101 East Morgan Street
Tuesday, August 24, 2010, 3:00 PM

Board Present

Newman Aguiar
Cora Cole-McFadden
Deanna Crossman

Wib Gulley
Brenda Howerton
Ron Hunter

Scott Selig
Mary Simpson
Carl Webb

Board Absent

Brian Lawson

Bill LeFevre

Staff Present

Shelly Green

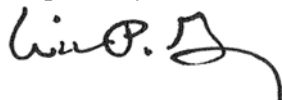
E'vonne Coleman-Cook

At 3:10 p.m., Vice Chairman Ron Hunter called the meeting to order. Bill LeFevre and Brian Lawson were excused for business reasons. The Board took the following actions:

- Voted to approve the meeting minutes of June 22, 2010 (attached).
- Voted to accept the Financial Status Report as of June 30 and July 31, 2010 (attached).
- Reviewed and discussed the Presidents Progress Report (attached).
- Discussed DCVBs participation in scholarship/fund raising dinners and other events. Agreed to consider in the future as funds were available, which, if any events would be beneficial for DCVB to attend as a means of furthering its mission. Declined purchasing a table for an upcoming dinner honoring Howard Clement, but asked management to send a letter to Howard with congratulations and to let event organizers know that one or more TDA members will be attending as individuals, including DCVBs President & CEO.
- Provided input to staff on Annual Tribute Luncheon honorees.
- Previewed the Durham News Service website and provided input. Requested staff develop criteria for linking to outside blogs.

At 5:10 p.m., Vice Chairman Hunter adjourned the meeting.

Respectfully Submitted,



Wib Gulley
Secretary/Treasurer
Tourism Development Authority

MINUTES

Durham Convention & Visitors Bureau
Tourism Development Authority Meeting
101 East Morgan Street
Tuesday, September 28, 2010, 3:00 PM

Newman Aguiar
Deanna Crossman
Wib Gulley

Present

Brenda Howerton
Ron Hunter
Brian Lawson

Carl Webb
Shelly Green
E'Vonne Coleman-Cook

Absent

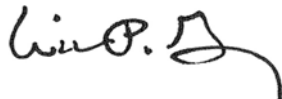
Cora Cole-McFadden
Bill LeFevre
Scott Selig
Mary Simpson

At 3:45 p.m., Chairman Brian Lawson called the meeting to order. Cora, Bill and Scott were excused for business reasons and Mary was excused for personal reasons. The Board took the following actions:

- Reviewed and accepted the President's Report (attached).
- Voted to approve the minutes of the Board Meeting on August 24, 2010 (attached).
- Voted to accept the Financial Status Report as of August 31, 2010 (attached).
- Accepted the pre-NCLGC draft of the annual financial audit from Steve Huntley, CPA, PLLC, and Dudley Robinson, CPA, PC (attached). Auditors commended management for their skill, diligence and courtesy. Board Members thanked the auditors and praised the staff for a job well done.
- Chairman Lawson requested volunteers to serve on a nominating committee for election of 2011 officers. Brenda Howerton and Newman Aguiar agreed to serve. Management staff agreed to set up a conference call with these committee members prior to the next meeting.

At 4:55 p.m., Chairman Lawson adjourned the meeting.

Respectfully Submitted,



Wib Gulley
Secretary/Treasurer
Tourism Development Authority

MINUTES

Durham Convention & Visitors Bureau
Tourism Development Authority Meeting
101 East Morgan Street
Tuesday, October 26, 2010, 3:00 PM

Board Present

Newman Aguiar
Cora Cole-McFadden
Deanna Crossman

Wib Gulley
Ron Hunter
Brian Lawson

Bill LeFevre
Mary Simpson

Board Absent

Brenda Howerton

Scott Selig

Carl Webb

Staff Present

Shelly Green

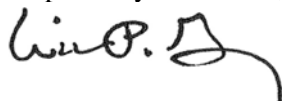
E'Vonne Coleman-Cook

At 3:30 p.m., Vice Chairman Ron Hunter called the meeting to order. Carl Webb and Scott Selig were excused for business reasons and Brenda Howerton was excused for medical reasons. The Board took the following actions:

- Voted to approve the meeting minutes of September 28, 2010 (attached).
- Voted to accept the Financial Status Report as of September 30, 2010 (attached).
- Reviewed and discussed the Presidents Progress Report (attached).
- Discussed the CEO annual performance review process. Requested staff adapt a peer review survey and administer it to the CEOs direct reports for consideration as part of the review process.
- Voted unanimously to elect 2010 officers: Chairman - Brian Lawson, Vice Chairman - Newman Aguiar, and Secretary/Treasurer - Wib Gulley.
- Voted to cancel the November 16 meeting and to change the December meeting date to December 7th, 2010 at 3:00 p.m.

At 4:50 p.m., Chairman Lawson adjourned the meeting.

Respectfully Submitted,



Wib Gulley
Secretary/Treasurer
Tourism Development Authority

MINUTES

Durham Convention & Visitors Bureau
Tourism Development Authority Meeting
101 East Morgan Street
Tuesday, December 7, 2010, 3:00 PM

Board Present

Newman Aguiar
Cora Cole-McFadden
Deanna Crossman
Wib Gulley

Brenda Howerton
Ron Hunter
Brian Lawson
Bill LeFevre

Scott Selig
Mary Simpson
Carl Webb

Staff Present

Shelly Green

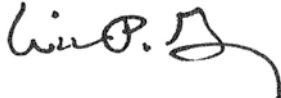
E'Vonne Coleman-Cook

At 3:10 p.m., Chairman Brian Lawson called the meeting to order. The Board took the following actions:

- Voted to approve the meeting minutes of October 26, 2010 (attached).
- Voted to accept the Financial Status Report as of October 31, 2010 (attached).
- Reviewed and discussed the President's Progress Report (attached).
- Discussed the name – Tourism Development Authority versus DCVB Board of Directors. Agreed that Durham Tourism Development Authority was the official name, but it was acceptable to use Board of Directors in informal situations.
- Discussed the CEO Evaluation.
- Voted to approve Bank Resolutions and Signature Authority for newly elected board members.

At 4:20 p.m., Chairman Lawson adjourned the meeting.

Respectfully Submitted,



Wib Gulley
Secretary/Treasurer
Tourism Development Authority

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MINUTES

Durham Convention & Visitors Bureau
Tourism Development Authority Meeting
101 East Morgan Street
Tuesday, January 25, 2011, 3:00 PM

Board Present

Newman Aguiar
Deanna Crossman
Wib Gulley

Brenda Howerton
Ron Hunter
Bill LeFevre

Scott Selig
Carl Webb

Absent

Cora Cole-McFadden

Brian Lawson

Mary Simpson

Staff Present

Shelly Green

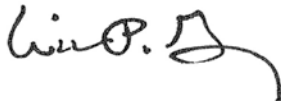
E'Vonne Coleman-Cook

At 3:10 p.m., Vice Chair Ron Hunter called the meeting to order. Brian Lawson and Mary Simpson were excused for business reasons and Cora Cole-McFadden due to illness. The Board took the following actions:

- Voted to approve the meeting minutes of December 7, 2010 (attached).
- Voted to accept the Financial Status Report as of November and December, 2010 (attached).
- Reviewed and discussed the President's Progress Report (attached).
- Voted to support the recommendation of City staff, County staff and the Convention Center Authority to contract with Global Spectrum for the management of the Durham Convention Center.
- Voted to approve an amendment to the 2010-11 budget (attached.)
- Completed Training on the CEO Online Evaluation.

At 5:00 p.m., Vice Chair Hunter adjourned the meeting.

Respectfully Submitted,



Wib Gulley
Secretary/Treasurer
Tourism Development Authority

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MINUTES

Durham Convention & Visitors Bureau
Tourism Development Authority Meeting
101 East Morgan Street
Tuesday, February 22, 2011, 3:00 PM

Board Present

Newman Aguiar
Cora Cole-McFadden
Deanna Crossman
Brian Lawson

Brenda Howerton
Ron Hunter
Bill LeFevre

Scott Selig
Mary Simpson
Carl Webb

Absent

Wib Gulley

Staff Present

Shelly Green

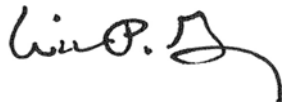
E'Vonne Coleman-Cook

At 3:05 p.m., Chairman Brian Lawson called the meeting to order. Wib Gulley was excused for business reasons. The Board took the following actions:

- Voted to approve the meeting minutes of January 25, 2011 (attached).
- Voted to accept the Financial Status Report as of January 31, 2011 (attached).
- Reviewed and discussed the President's Progress Report (attached).
- Voted to go into Executive Session for the Annual Evaluation of the CEO.
- Voted to return to Regular Session.
- Confirmed a request by DDI to present their proposal for a Downtown Business Improvement District (BID) at the next board meeting. Requested that staff invite a stakeholder in opposition of the BID to attend and represent an opposing view, similar to the billboard issue.

At 4:45 p.m., Chairman Lawson adjourned the meeting.

Respectfully Submitted,



Wib Gulley
Secretary/Treasurer
Tourism Development Authority

MINUTES

Durham Convention & Visitors Bureau
Tourism Development Authority Meeting
101 East Morgan Street
Tuesday, March 22, 2011, 3:00 PM

Board Present

Newman Aguiar
Cora Cole-McFadden
Deanna Crossman

Wib Gulley
Brenda Howerton
Ron Hunter

Bill LeFevre
Mary Simpson
Carl Webb

Board Absent

Brian Lawson

Scott Selig

Staff Present

Shelly Green

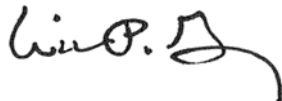
E'Vonne Coleman-Cook

At 3:15 p.m., Vice Chairman Newman Aguiar called the meeting to order. Brian Lawson and Scott Selig were excused for business reasons. The Board took the following actions:

- Voted to approve the meeting minutes of February 22, 2011 (attached).
- Voted to accept the Financial Status Report as of February 28, 2011 (attached).
- Reviewed and discussed the Presidents Progress Report (attached).
- Heard a presentation from staff of Downtown Durham Inc. on the proposal for a Downtown Business Improvement District.
- Voted to endorse the BID proposal with two abstentions (McFadden and Howerton).
- Voted to go into Executive Session as permitted by GS 143-318:11 (a) to discuss personnel issues.
- Voted to return to Regular Session.
- Requested an agenda item be added to the April Board meeting to discuss policies and priorities.

At 4:45 p.m., Vice Chairman Aguiar adjourned the meeting.

Respectfully Submitted,



Wib Gulley
Secretary/Treasurer
Tourism Development Authority

MINUTES

Durham Convention & Visitors Bureau
Tourism Development Authority Meeting
101 East Morgan Street
Tuesday, April 26, 2011, 3:00 PM

Board Present

Deanna Crossman
Brenda Howerton
Brian Lawson

Bill LeFevre
Scott Selig

Mary Simpson
Carl Webb

Board Absent

Newman Aguiar
Wib Gulley

Cora Cole-McFadden
Ron Hunter

Staff Present

Shelly Green

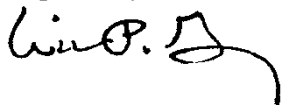
E'Vonne Coleman-Cook

At 3:10 p.m., Chairman Brian Lawson called the meeting to order. Newman Aguiar and Wib Gulley were excused for business reasons. Cora Cole-McFadden was excused for illness. The Board took the following actions:

- Voted to approve the meeting minutes of March 22, 2011 (attached).
- Voted to accept the Financial Status Report as of March 31, 2011 (attached).
- Reviewed and discussed the Presidents Progress Report (attached).
- Requested staff provides a breakdown of resources allocated by marketing type.
- Reviewed and discussed the Preliminary Budget for 2011-12.

At 4:25 p.m., Chairman Lawson adjourned the meeting.

Respectfully Submitted,



Wib Gulley
Secretary/Treasurer
Tourism Development Authority

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MINUTES

Durham Convention & Visitors Bureau
Tourism Development Authority Meeting
101 East Morgan Street
Tuesday, May 24, 2011, 3:00 PM

Board Present

Newman Aguiar
Deanna Crossman
Wib Gulley
Brenda Howerton

Ron Hunter
Brian Lawson
Bill LeFevre

Scott Selig
Mary Simpson
Carl Webb

Board Absent

Cora Cole-McFadden

Staff Present

Shelly Green

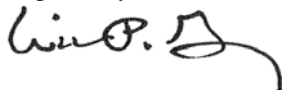
E'Vonne Coleman-Cook

At 3:06 p.m., Chairman Brian Lawson called the meeting to order. Cora Cole-McFadden was excused for business reasons. The Board took the following actions:

- Voted to approve the meeting minutes of April 26, 2011 (attached).
- Voted to accept the Financial Status Report as of April 30, 2011 (attached).
- Reviewed, discussed and accepted the DCVB's allocation of resources by functional area and individual marketing elements. Requested staff rename "marketing resource support" to reflect this is inclusive of operational and administrative support.
- Reviewed, discussed and accepted the updated goals in the Marketing Blueprint.
- Reviewed and discussed the Preliminary budget for 2011-12
- Discussed the process for replacing Brian Lawson on the board since he is no longer qualifies for the in "food service," seat on the board. Chairman Lawson appointed past chairs Mary Simpson and Ron Hunter to a nominating committee to look at board leadership in light of Chairman Lawson needing to step down as chair.
- Reviewed and discussed the new website set to launch in June.
- Reviewed and discussed responses to the RFP for auditing services. Voted to offer a contract to Winston, Williams, Creech, Evans & Company out of Oxford, NC. Instructed staff (with assistance from the Secretary-Treasurer) to negotiate terms of the agreement for up to a three year period.
- Requested staff provides an update on the Triangle Regional Film Commission at a future meeting.

At 5:15 p.m., Vice Chairman Aguiar adjourned the meeting.

Respectfully Submitted,



Wib Gulley
Secretary/Treasurer
Tourism Development Authority

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MINUTES

Durham Convention & Visitors Bureau
Tourism Development Authority Meeting
101 East Morgan Street
Tuesday, June 28, 2011, 3:00 PM

Board Present

Scott Selig
Mary Simpson
Brenda Howerton

Deanna Crossman
Bill LeFevre
Cora Cole-McFadden

Brian Lawson
Carl Webb

Board Absent

Wib Gulley

Newman Aguiar

Ron Hunter

Staff Present

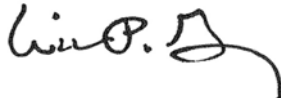
Shelly Green

E'Vonne Coleman-Cook

At 3:20 p.m., in the absence of the Chair, Vice Chair and Secretary-Treasurer and with the approval of the board, the Immediate Past Chair, Mary Simpson, called the meeting to order. Chair Brian Lawson assumed leadership of the meeting upon his arrival. Wib Gulley was excused for personal reasons. Ron Hunter and Newman Aguiar were excused for business reasons. The Board took the following actions:

- Opened the public hearing on the FY 2011-2012 budget, received comments from one citizen; closed the public hearing.
- Voted to adopt the FY 2011-12 Budget (attached).
- Reviewed, discussed and accepted the Presidents Progress Report (attached).
- Voted to approve the minutes of the May 24, 2011 meeting (attached).
- Voted to accept the Financial Status Report as of May 31, 2011 (attached).
- Reviewed, discussed and approved the Marketing Blue Print for 2011-12 (attached).
- Reviewed, discussed and approved sending a letter to county Manager Mike Ruffin requesting the County transfer ownership of 101 East Morgan Street to the Durham Convention & Visitors Bureau (attached).
- Voted to elect Wib Gulley as Chairman, Newman Aguiar and Vice Chairman and Deanna Crossman as Secretary-Treasurer of DCVB for the remainder of the calendar year.
- Reviewed five applications for the "food service" seat on DCVB Board. Voted to recommend John Drury and Summer Bicknell to the City Council for appointment to this seat (one seat).
- Voted to cancel the TDA meeting scheduled for July 27, 2011.
- At 5:05 p.m., Chairman Lawson adjourned the meeting.

Respectfully Submitted,



Wib Gulley
Secretary/Treasurer
Tourism Development Authority