

MINUTES

DURHAM CONVENTION & VISITORS BUREAU
TOURISM DEVELOPMENT AUTHORITY MEETING
TUESDAY, JANUARY 23, 2018, 3:00 PM

BOARD PRESENT

Patrick Byker
Lois Deloatch s
Monica Edwards
Brenda Howerton

Ron Hunter
Bill Ingram
Seth Jernigan

Craig Spitzer
Caesar Swift
Aubrey Zinaich-Howell

STAFF PRESENT

Shelly Green

E'Vonne Coleman

Susan Amey

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

- Voted to approve the minutes of the December 12 meeting (attached.)
- Voted to accept the Financial Status Report as of November 30 and December 31, 2017 (attached.)
- Received an update on the Durham Sports Commission from Ashleigh Bachert, Executive Director
- Reviewed, discussed and accepted the Presidents Progress Report.
- Discussed the revised President & CEO Job Description and approved it with two changes. Confirmed a timeline for moving forward with an internal search for President & CEO following the December 2017 vote to execute the Board's Succession Plan. Discussed tools that would be used to assess candidacy and voted to refer approval of those tools to the Executive Committee.

The meeting was adjourned at 4:35 p.m.

Respectfully Submitted,

Lois Deloatch, Secretary/Treasurer

MAR 16 2018

BY:

ATTENDANCE RECORD

BOARD/COMMITTEE/COMMISSION/AUTHORITY: Durham Convention & Visitors Bureau - Durham Tourism Development Authority
 MEETING DATE: 4th Tuesday TIME: 3:00 p.m. PLACE: 212 W Main St, Ste 101.

Council policy - removal after 2 unexcused absences or 40% are missed in a 12-month period

MEMBERS	% of Mtgs Attended	JUL 17	AUG 17	SEPT 17	OCT 17	NOV 17	DEC 17	JAN 18	FEB 18	MAR 18	APR 18	MAY 18	JUN 18
CITY	(attendance computed on previous 12 months)												
Javiera Caballero	100%												
Ron Hunter	100%	*	P	P	P	*	P	P	P				
Bill Ingram	67%	*	P	AE	AE	*	P	P	P				
Craig Spitzer	100%	*	P	P	P	*	P	P	P				
Aubrey Zinaich-Howell	100%												
JOINT CITY-COUNTY													
Lois Deloatch	83%	*	P	P	P	*	P	AE	P				

S = Special meeting scheduled

DBOCC policy - obligation to resign when 50% of the meetings are missed (excused or unexcused) in a calendar year.

MEMBERS	% of Mtgs Attended	JUL 17	AUG 17	SEP 17	OCT 17	NOV 17	DEC 17	JAN 18	FEB 18	MAR 18	APR 18	MAY 18	JUN 18
COUNTY	(attendance computed on calendar year)												
Patrick Byker	100%	*	P	P	P	*	P	P	P				
Monica Edwards	83%	*	P	P	P	*	P	P	AE				
Brenda Howerton	67%	*	P	P	P	*	A	P	A				
Seth Jernigan	100%	*	P	P	P	*	P	P	P				
Caesar Swift	83%	*	P	P	AE	*	P	P	P				

S = Special meeting scheduled

S - Special Called Meeting

R - Regular Meeting

* = No Meeting

A/E = Absent Excused

A = Absent

P = Present



(Signature of Pres/CEO)

MAR 16 2018