

**MINUTES**

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DURHAM CONVENTION & VISITORS BUREAU  
TOURISM DEVELOPMENT AUTHORITY MEETING  
TUESDAY, FEBRUARY 25, 2014, 3:00 PM  
RDU TERMINAL 1

BOARD PRESENT

Newman Aguiar  
Summer Bicknell  
Cora Cole-McFadden

Deanna Crossman  
Monica Edwards  
Seth Jernigan

Bill LeFevre  
Carl Webb

BOARD ABSENT

Fred Foster, Jr.

Ron Hunter

Daniel Robinson

STAFF PRESENT

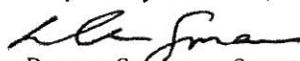
Shelly Green, E'Vonne Coleman-Cook, Corey Bizzell and Kim Conder

At 3:07 p.m., Chairman Aguiar called the meeting to order. The Board took the following actions:

- Michael Landguth, Director of RDU, welcomed the board and provided remarks.
- Reviewed, discussed and accepted the Presidents Progress Report.
- Voted to approve the minutes of the December 3, 2013 meeting (attached).
- Voted to accept the Financial Status Reports as of November, December 2013 and January, 2014 (attached).
- Voted to approve a midyear budget amendment (attached).
- Received an update from staff on the McKinney partnership and efforts to update the positioning DCVB uses to market and promote Durham. Requested that staff investigate whether the current community brand needs to be updated to fit better with the new positioning.
- Received a proforma from staff showing current building and maintenance costs of 101 East Morgan Street. Voted to begin looking at potential sites for relocating DCVB. Requested that staff investigate using a broker to represent their interests as the lessee and bring back recommendations to the building committee.
- Vice Chairman Bill LeFevre updated the board on progress made toward updating the CEO Evaluation process, which received consensus.
- Voted to extend for one year, the contract for the financial audit with Winston, Williams, Creech, Evans and Company with a 5% increase in cost.
- The meeting was adjourned at 4:50 p.m.
- Airport personnel provided a tour of the renovated terminal.

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

Respectfully Submitted,



Deanna Crossman, Secretary/Treasurer

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# ATTENDANCE RECORD

**BOARD/COMMITTEE/COMMISSION/AUTHORITY:** Durham Convention & Visitors Bureau - Durham Tourism Development Authority  
**MEETING DATE:** 4th Tuesday **TIME:** 3:00 p.m. **PLACE:** 101 E. Morgan St.

*City Council policy - shall attend at least 50% of the meetings in a given 12-month period.*

MEMBERS	% of Mtgs Attended	APR 13	MAY 13	JUN 13	JUL 13	AUG 13	SEPT 13	OCT 13	NOV 13	DEC 13	JAN 14	FEB 14	MAR 14
<b>CITY</b> (attendance computed on previous 12 months)													
Summer Bicknell	100%	P	P	P	*	P	P	P	*	P	*	P	P
Cora Cole-McFadden	100%	P	P	P	*	P	P	P	*	P	*	P	P
Deanna Crossman	100%	P	P	P	*	P	P	P	*	P	*	P	P
Ron Hunter	80%	P	P	P	*	P	P	P	*	A	*	A/E	P
Bill LeFevre	90%	P	P	A/E	*	P	P	P	*	P	*	P	P
<b>JOINT CITY-COUNTY</b>													
Carl Webb	80%	P	P	P	*	A/E	P	A/E	*	P	*	P	P

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

MEMBERS	% of Mtgs Attended	APR 13	MAY 13	JUN 13	JUL 13	AUG 13	SEP 13	OCT 13	NOV 13	DEC 13	JAN 14	FEB 14	MAR 14
<b>COUNTY</b> (attendance computed on calendar year)													
Newman Aguiar	100%	P	P	P	*	P	P	P	*	P	*	P	P
Monica Edwards	90%				*		P	P	*	A/E	*	P	P
Fred Foster, Jr.	70%	P	P	P	*	P	P	A	*	A	*	A/E	P
Seth Jernigan	100%										*	P	P
Daniel Robinson	80%	P	P	P	*	P	A/E	P	*	P	*	A/E	P

**P = Present      A = Absent      A/E = Absent Excused      \* = No Meeting**



(Signature of Pres/CEO)