

NATCHEZ CONVENTION PROMOTION COMMISSION
Regular Meeting
Monday, November 19, 2018 1:10 pm

Commissioners Present: Katie McCabe, Lance Harris, Helen Moss Smith, Lavada Hill, and Barbara Bruce
Commissioners Absent: Dana Wilson
Staff: Jennifer Combs, Darrell White, and Lynsey Smith
Guests: Walter Tipton and Peyton Cavin

CALL TO ORDER & WELCOME

- Lance Harris called the meeting to order and welcomed everyone.

APPROVE MINUTES

Katie McCabe motioned, seconded by Helen Smith, to table the minutes of October 17, 2018.

The motion carried unanimously.

Lance Harris motioned, seconded by Katie McCabe, to table the minutes from November 15, 2018.

The motion carried unanimously.

FINANCIALS

- Peyton Cavin presented the financials including the payment docket.

Katie McCabe motioned, seconded by Helen Smith, to approve the payment docket and financials as presented.

The motion carried unanimously.

NATCHEZ CONVENTION CENTER REPORT

- Walter Tipton presented a report on recent and upcoming conferences.

Barbara Bruce arrived at 1:21 pm.

EXECUTIVE SESSION

Katie McCabe motioned, seconded by Helen Smith, to go into closed determination for executive session at 1:35 pm.

The motion carried unanimously.

Katie McCabe motioned, seconded by Helen Smith, to go into executive session to discuss personnel at 1:38 pm.

The motion carried unanimously.

Lance Harris motioned, seconded by Katie McCabe, to return to regular session at 2:26 pm.

The motion carried unanimously.

OLD BUSINESS

Lance Harris motioned, seconded by Helen Smith, to empower the Executive Director and President / Chairman of the Natchez Convention Promotion Commission to reach out to the selected candidate for the Marketing, Digital, and Social Media Assistant position, make an offer for the position, and hire as a new employee.

The motion carried unanimously.

NEW BUSINESS

Lance Harris motioned, seconded by Barbara Bruce, to allow the President / Chairman and Executive Director of the Natchez Convention Promotion Commission to present the Fiscal Year 2017 Audit to the City of Natchez Mayor and Board of Aldermen.

The motion carried unanimously.

Katie McCabe motioned, seconded by Lance Harris, to accept the staff's recommendation to sponsor a VIP Table in the amount of \$1,500 for the Mississippi Tourism Association Legislative Reception to be held January 23, 2019 in Jackson, MS.

The motion carried unanimously.

Barbara Bruce motioned, seconded by Katie McCabe, to accept TMAC's recommendation of \$4,000 for Marsh Marketing's funding request for the 2019 Euro Auto Fest.

The motion carried unanimously.

Helen Smith motioned, seconded by Barbara Bruce, to accept Bamboo HR's proposal for HR Management software with an initial setup fee of \$199 and a monthly fee of \$136.50.

- **The motion carried with votes in favor via rollcall vote from Lance Harris, Katie McCabe, Helen Smith, and Barbara Bruce.**
 - **Lavada Hill abstained from voting.**

DIRECTOR'S REPORT

- Jennifer Combs presented staff requests.

Katie McCabe motioned, seconded by Barbara Bruce, to approve Lynsey Smith to attend the TN Motorcoach Marketplace in Biloxi, MS February 10-14, 2019 with an estimated cost of \$753.84

The motion carried unanimously.

Helen Smith motioned, seconded by Katie McCabe, to empower the Executive Director of the Natchez Convention Promotion Commission to commit to a \$500 sponsorship for the TN Motorcoach Marketplace.

The motion carried unanimously.

- Katie McCabe asked Darrell White, for the record, the status of the request by Jennifer Combs during the October 19, 2018 board meeting to work with Stratton Hall to organize a meeting to gauge interest in a Behind the Big House workshop and to report back to the board in a week citing the November monthly report indicates it will be after the first of the year and requested information on why it is being delayed. Discussion occurred regarding confusion on the outreach for establishing the meeting. Katie McCabe requested Darrell White send to the Commission a copy of the information he had developed regarding establishing a Behind the Big House workshop along with a potential date and programming information as soon as the Thanksgiving break is over.

NEXT MEETING

- **Wednesday, December 19, 2018**

ADJOURN

Lance Harris motioned, seconded by Katie McCabe, to adjourn at 3:01.

The motion carried unanimously.

Attachments: Agenda & Notice of Rescheduled Date

Lance Harris, Chairman

ATTEST:

Katie Johnson McCabe, Secretary / Treasurer