

**NATCHEZ CONVENTION PROMOTION COMMISSION**

**Regular Meeting**

**Wednesday, January 16, 2019 1:02 pm**

Commissioners Present: Katie McCabe, Lance Harris, Helen Smith, Dana Wilson, Barbara Bruce and Lavada Hill

Commissioners Absent:

Staff: Jennifer Combs, Darrell White, Lynsey Smith, Stratton Hall, and Katie Ernst

Guests: Walter Tipton, Peyton Cavin, Chesney Doyle, and William Thames

**CALL TO ORDER & WELCOME**

- Lance called the meeting to order and welcomed everyone.

**APPROVE MINUTES**

**Helen Smith motioned, seconded by Barbara Bruce, to approve the minutes from November 19, 2018.**

**The motion carried unanimously.**

**Helen Smith motioned, seconded by Barbara Bruce, to approve the minutes from December 19, 2018.**

**The motion carried unanimously.**

**FINANCIALS**

- Peyton Cavin presented the financials including the payment docket

Barbara Bruce arrived at 1:08 pm.

**Katie McCabe motioned, seconded by Barbara Bruce, to accept and approve the payment docket as presented.**

**The motion carried unanimously.**

**NATCHEZ CONVENTION CENTER REPORT**

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

**VISITORS**

- Chesney Doyle with F.O.R. Natchez presented a co-op advertising request for marketing assistance for the City of Natchez's RFP for the Mississippi River Bluff View Historic Railroad Depot on Broadway Street with an estimated project cost of \$2,000.

**Katie McCabe motioned, seconded by Dana Wilson, to accept the F.O.R. Natchez request for co-op advertising for an amended amount of \$500 contingent upon F.O.R. Natchez acquiring a \$500 match and present that information to the Natchez Convention Promotion Commission at a later date.**

- **Helen Smith stated she would like the \$500 match to be from the City of Natchez.**

**The motion carried unanimously.**

#### **EXECUTIVE SESSION**

**Lance Harris motioned, seconded by Katie McCabe, to go into closed determination for executive session at 1:53 pm.**

**The motion carried unanimously.**

**Lance Harris motioned, seconded by Helen Smith, to go into executive session to discuss personnel at 1:58 pm.**

**The motion carried unanimously.**

**Lance Harris motioned, seconded by Helen Smith, to return to regular session at 2:15 pm.**

**The motion carried unanimously.**

#### **OLD BUSINESS**

- **Jennifer Combs presented a final draft of a new Human Resources Employee Manual.**

**Helen Smith motioned, seconded by Dana Wilson, to accept the final draft of the Human Resources Employee Manual to be submitted to legal council for review.**

**Helen Smith motioned, seconded by Katie McCabe, to rescind the previous motion to accept the final draft of the Human Resources Employee Manual to be submitted to legal council for review.**

**Helen Smith motioned, seconded by Katie McCabe, to accept the Human Resources Employee Manual pending legal review and if no revisions are recommended the document will be accepted and adopted.**

**The motion carried unanimously.**

#### **NEW BUSINESS**

- **Lance Harris presented a request to expand the spending limit of the Executive Director.**

**Lance Harris motioned, seconded by Helen Smith, to empower and enable the Executive Director of the Natchez Convention Promotion Commission to expend up to \$10,000 from either the operating account or the marketing account so long as the expenditure is in the budget approved by the Natchez Convention Promotion Commission.**

- Discussion occurred regarding the need and the amount being considered.

The motion carried unanimously.

Lance Harris motioned, seconded by Katie McCabe to extend an increase of three percent adjustment to the pay of all current employees of the Natchez Convention Promotion Commission.

The motion carried unanimously.

#### **DIRECTOR'S REPORT**

- Jennifer Combs presented staff reports including action requests.

Lavada Hill motioned, seconded by Barbara Bruce, to engage with U.S. Cultural Heritage Tourism Marketing Council in the amount of \$10,000 for the curator package.

The motion carried unanimously.

Dana Wilson motioned, seconded by Barbara Bruce, to engage a half page co-op advertisement with Southeast Tourism Society in Roadrunner Magazine in the amount of \$2,168.

The motion carried unanimously.

#### **NEXT MEETING**

- Wednesday, February 20, 2019

#### **ADJOURN**

Lance Harris motioned, seconded by Dana Wilson, to adjourn at 2:52 pm.

The motion carried unanimously.

Attachments: Agenda

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Lance Harris, Chairman

ATTEST:

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Katie Johnson McCabe, Secretary / Treasurer