



Minutes

**Visit Bastrop
Board Meeting**

**Bastrop Convention Center
1408 Chestnut Street
Bastrop, Texas 78602**

**Tuesday, September 19, 2019
8:30 A.M.**

The Visit Bastrop Board of Directors convened in a regular meeting at the Bastrop Convention Center 1408 Chestnut Street., Bastrop, TX. on Tuesday September 19, 2019, at 8:30 a.m. Notice of said meeting, giving date, place, and subject there of having been posted as prescribed in Article 6252-17 V.A.T.C.S., Government Code, Chapter 551, with the following Board members present (X):

Brenda Abbott X	David Jacobs	Kaye Sapikas X
Shawn Anthea-Pletsch	Naseem Khonsari Nainani X	Tom Scott X
Rick Brackett X	Kevin Lee Plunkett X	Veena Tewani
Jamie Creacy X	Marcus O'Connor	
Clint Howard X	Mindy Raymond X	

Ex officio members present: Susan Smith, Kathy Danielson and Becki Womble

- I. CALL TO ORDER – Clint Howard**
Clint Howard called the meeting to order at 8:35 a.m.
- II. APPROVAL OF MINUTES – Consider approval of minutes from August 20, 2019 and September 9, 2019 minutes. Kevin Lee Plunkett made a motion to approve the minutes from August 20, 2019 and September 9, 2019, Jamie Creacy seconded the motion. The motion passed. No discussion.**
- III. REVIEW AUGUST FINANCIALS – Julie Hart, CFO by Design**
Julie Hart presented the August financial report, and Julie introduced Holly Britain.
- IV. APPROVAL OF AMENDED BUDGET -Susan Smith**
Kevin Lee Plunkett made a motion to eliminate line item that calls for \$35,000 contribution to reserve and move that an additional 65,000 from reserve to marketing. Kevin Lee Plunkett made a motion to approve the amended budget. Kaye Sapikas seconded the motion. The motion passed. No discussion.
- V. NOMINATION FOR BOARD POSITIONS – Becki Womble**
 - A. A recommendation was made by Nominating Committee to reelect termed board members. Tom Scott made a motion to reelect Clint Howard, Kevin Plunkett, Brenda Abbott, General Manager – Hyatt Regency Lost Pines Resort Spa for another 3-year term. Mindy Raymond seconded the motion. The motion passed, No discussion.**

- B. A recommendation was made by the Nominating Committee for Clint Howard to continue as Chair, Mindy Raymond to fill vacant Vice -Chair position, Kevin Plunkett to resume as Treasurer, Brenda Abbott resume as Secretary. **Tom Scott made a motion to approve the nominating committee recommendations, Naseem Khonsari Nainani seconded the motion. The motion passed. No discussion.**
- C. The Nominating Committee recommended:
1. That Bylaws Article VI, Item (2) Election of Officers be revised to reflect a succession plan for the Executive Committee to encompass a Chair, Vice Chair, Treasurer and, a Secretary and to, add a position for Immediate Past Chair. The individual elected to the Vice Chair will serve 3 years including the office of Vice Chair, Chair and Immediate Past Chair position.
 2. The Treasurer and Secretary will follow the current two (2) consecutive terms which may be extended to three (3) by a two-third majority vote.
 3. Nominating Committee recommended the adjustment or extension of a term in number of years to accommodate a Board of Director serving in the Chair, Vice Chair and Immediate Past Chair role. **Brenda Abbott made a motion to approve the nominating committee recommendation of the Bylaws Article VI, Item (2) Kevin Plunkett seconded the motion. The motion passed. No discussion.**

VI. WEDDING COUNTRY BILLBOARD – Susan Smith

Susan Smith discussed the funding of billboards using \$4000.00 from HOT funds, the application for HOT funds was denied in May by the Visit Bastrop staff.

Jamie Creacy made a motion to set aside \$50,000 from last year carry over for marketing contingency to be determined. Kevin seconded the motion. Motion passed.

Clint requested that Kevin Plunkett, Ashton LaFuente, Naseem Khonsari Nainani and Brenda Abbott have a meeting concerning the marketing contingency funds before the next Board Meeting.

Julie Hart (CFO by Design) stated that the funds would allow enough flexibility for these types of marketing opportunities. She stated that the funds would not be allotted just for weddings. After discussion, Brenda was asked to submit a new application for “Camp Wedding Country” event.

VII. APPROVAL OF 2019-2020 BUSINESS PLAN – Susan Smith

Naseem Khonsari Nainani made a motion to approve the presented 2019-2020 Business Plan Rick Brackett seconded the motion. Motion passed. No discussion.

VIII. APPROVAL CHANGES TO PERSONNEL POLICIES AND PROCEDURE MANUAL – Susan Smith

Rick Brackett made a to adjust wording in the Personnel Policies and Procedure manual involving, performance evaluations, merit increases and approval of business meals for staff or board members spouse’s, significant other or other family members. Naseem Khonsari Nainani seconded the motion. The motion passed. No discussion.

IX. HOT FUNDS REPORT – Susan Smith

Susan Smith presented the August HOT Funds report (See Attached notes).

X. PRESIDENT’S REPORT (AUGUST)

- A. Ashton LaFuente presented the Marketing and PR sections of the President’s Report.
- B. Kathryn Whites Lang presented the Sales Report section of the President’s Report.
- C. Susan Smith covered the pace report (See attached pace report).
- D. Susan Smith gave an Executive Update. She discussed:
 - 1. Lunch with Mindy Raymond regarding the film sector.
 - 2. DBA Reunion.
 - 3. Chamber luncheon.
 - 4. Worked with Nominating Committee to help with filling open spot in the Visit Bastrop’s Board of Directors.
 - 5. Joint City Council meeting.
 - 6. Meet with Corvette Invasion regarding coming back next year. They will decide in a few weeks.
 - 7. Attended the Smart City Summit meeting in Austin regarding short term rentals.
 - 8. Visit Bastrop office was checked for mold. City will be performing some remediation.
 - 9. Reminder that we have a strategy planning with Don Anderson
 - 10. Had conference call with Cygnet who was hired to do training for downtown. We requested a refund of \$8000, for not receiving our deliverables. It has now been handed over to the City Attorney.

XI. APPROVAL FOR TRANSFER OF FUNDS FOR FDIC COMPLIANCE – By Email

Board members will vote via email later.

XII. CHAIR REPORT- Clint Howard

Clint Howard recognized and thanked Rick Brackett for his time serving on the Visit Bastrop Board.

XIII. NEXT BOARD MEETING

The next Board meeting date is October 17, 2019 Bastrop Convention Center

XIV. ADJOURN BOARD MEETING

Brenda Abbott moved to adjourn the meeting. Rick Brackett seconded the motion. The meeting adjourned at 10:25 a.m.

Minutes recorded by: Carrie Zimmerman, September 19, 2019