

**MINUTES – BOARD AND BUSINESS DEVELOPMENT COMMITTEE**

**IRVING CONVENTION CENTER**

**VIA ZOOM**

**Friday, August 14, 2020**

Those in attendance: Committee Chair Debbi Haacke, Committee Vice Chair Bob Bourgeois, Bob Bettis, Beth Bowman, David Cole, Board Vice Chair Karen Cooperstein, Herb Gears, Julia Kang, Clem Lear, Board Chair Rick Lindsey and Joe Philipp – Committee; Carol Boyer, Maura Gast, and Susan Rose – ICVB Staff.

Committee Chair Debbi Haacke called meeting to order at 11:00 a.m.

Haacke asked for any citizen comments and there were none.

It was noted there are four voting Board member terms expiring at the end of this fiscal year and two with terms expiring next fiscal year. Haacke reminded the Committee the Board application process belongs to the purview of City Council, and that the Committee's goal in this process is to encourage candidates to apply. The ICVB Board job description and self-evaluation form are posted at <https://www.irvingtexas.com/about-icvb/board-of-directors/> with links to both documents. The link to the application is located on the City of Irving website on the Boards and Commissions page. The application form can be completed online or printed for completion and submission to the City Secretary's Office. It was confirmed open-ended question fields are not limited.

Haacke expressed her appreciation for the Committee's willingness to provide input and comments. The Committee identified a series of potential board applicants and various committee members were assigned to reach out to the applicant list.

Board member Joe Philipp noted he was not in attendance at the July 17, 2020 Committee meeting as indicated in the minutes and asked for the correction to be made. Haacke asked for a motion to approve the corrected Board and Business Development Committee meeting minutes from July 17, 2020. Board Chair Rick Lindsey made a motion to approve with a second from Board member Herb Gears. The motion passed unanimously.

The next Committee meeting will be held on September 11, 2020. Agenda items may include converting the Salesmanship Club Board position to an Industry-At-Large position, short-term hotel tax rental collection process, moving from quarterly to monthly for Hotel Occupancy Tax collections, COVID-19 update and ICVB Board portal review.

The meeting was adjourned at 11:37 a.m.

Respectfully submitted,



Maura Allen Gast, FCDME  
Executive Director