

AGENDA
Irving Convention and Visitors Bureau Board of Directors
Board and Business Development Committee
Friday, December 4, 2020 – 9:00 a.m.
Zoom Video Conference

NOTE: A possible quorum of the Irving Convention and Visitors Bureau Board of Directors may be present at this committee meeting.

Directors of the ICVB and the public may participate in the Board and Business Development meeting by telephone conference or videoconference call. Sign-in via telephone or online will be from 8:30 a.m. to 9:00 a.m. on December 4, 2020. All participants by telephone conference or videoconference will be able to speak when called upon; however, video images of the citizen participants will not be available.

The following link will allow access online: <https://us02web.zoom.us/j/84794253254> - Meeting ID: 847 9425 3254. Or via telephone by dialing 1-888-788-0099 (Toll Free) or 1-877-853-5247 (Toll Free), 1-346-248-7799 US (Houston), Meeting ID: 847 9425 3254.

1. Citizen Comments on Items Listed on the Agenda
2. ICVB Board Portal Discussion
3. Board of Directors Bylaws Review
4. Update on 2021 Texas Legislative Session
5. Approval of September 11, 2020 Meeting Minutes
6. Next meeting TBD

CERTIFICATION

I, the undersigned authority, do hereby certify that this notice of meeting was posted on the kiosk at City Hall of the City of Irving, Texas, a place readily accessible to the general public at all times, and said notice was posted by the following date and time:

_____ at _____ and remained so posted at least 72 hours before said meeting convened.

Deputy Clerk, City Secretary's Office

This meeting can be adjourned and reconvened, if necessary, the following regular business day.

Any item on this posted agenda could be discussed in executive session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and section 551.087 of the Texas Government Code.

A member of the public may address the governing body regarding an item on the agenda either before or during the body's consideration of the item, upon being recognized by the presiding officer or the consent of the body.

This facility is physically accessible and parking spaces for the disabled are available. Accommodations for people with disabilities are available upon request. Requests for accommodations must be made 48 hours prior to the meeting. Contact the City Secretary's Office at 972-721-2493 or Relay Texas at 7-1-1 or 1-800-735-2988.

**IRVING CONVENTION AND VISITORS BUREAU
BOARD OF DIRECTORS
BYLAWS**

ARTICLE I. PURPOSE

The Irving Convention and Visitors Bureau (hereafter “the Bureau”) and its Board (hereinafter “the Board”) were established by Ordinance No. 2414 on November 9, 1972. (Chapter 16B of The Code of Civil and Criminal Ordinances of the City of Irving, Texas.) The Ordinance establishes that the Bureau shall function as a separate entity from the City of Irving, but it shall remain responsible only to the Irving City Council (hereafter “the City Council”) and shall have the following duties:

- (a) To make recommendations to the City Council concerning the acquisition, construction, lease or purchase of convention center facilities including but not limited to civic center convention buildings, auditoriums, coliseums and parking areas or facilities for the parking or storage of motor vehicles or other conveyances located at or in the immediate vicinity of the convention center facilities.
- (b) Provide or locate facilities, personnel and materials for the registration of convention delegates or registrants.
- (c) Advertise for general promotional and tourist advertising of the City and its vicinity and conducting solicitations and operating programs to attract conventions and visitors.
- (d) Employ a Director whose duties shall be the promotion of Irving as a convention and tourist attraction.

The Board further has designated its purpose by the adoption of a mission statement. As the Board may act in the future to amend this mission, the Bylaws will be considered updated immediately upon the action of the Board to adopt a new mission.

The mission of the Organization shall be to enhance Irving’s economy and quality of life by marketing and advocating for the development of Irving as a premier destination.

ARTICLE II. RULES GOVERNING BOARDS AND COMMISSIONS

The Board operates within the guidelines set out within the City Charter and the City of Irving Code of Civil and Criminal Ordinances. (Details are provided in the ICVB Board Orientation Manual.)

Per the City Charter, Article IX – GENERAL PROVISIONS, Sec. 10 – independent boards:

The City Council may by ordinance provide that the management and operation of the Bureau shall be conducted independently of the office of city manager and the general management of the city. Such ordinance may provide that the Board shall have the exclusive right to appoint, remove and supervise the Executive Director of the Bureau and may give the Executive Director the exclusive authority to hire, discharge and supervise the employees of the Bureau.

The Board of the Bureau shall recommend to the City Council the Bureau's annual budget and the manner and use of the expenditures and allocation of Bureau revenues and funds. Final approval of the Bureau budget and the expenditure of Bureau funds, as well as the classification and salary structure of Bureau employees, shall be recommended by the Board and shall be the sole responsibility and prerogative of the City Council.

By approval of the Bureau's annual budget, its expenditures and allocation of Bureau revenues and funds, administrative services required by other city departments in support of the approved budget are authorized.

ARTICLE III. ORGANIZATION AND MEMBERSHIP

Section 1

The governance of the Bureau shall be vested in the Board as provided in these Bylaws. The Board shall set policy for, and oversee the Bureau's operations on behalf of the Irving City Council. The Board shall have the authority to adopt and enforce such policies, procedures and regulations as deemed appropriate to the Bureau, the visitor industry and the City of Irving. Members of the Board shall serve without compensation.

Membership shall consist of the following: a twenty-seven (27) member Board of Directors: thirteen (13) voting members, and fourteen (14) non-voting members, three (3) of whom are ex officio members.

Nine (9) voting members shall not be employed by, nor own an interest in, the hospitality or tourism industry; one (1) voting member shall be the current chair of the Greater Irving-Las Colinas Hotel Association; one (1) voting member shall be representative of the Irving hotel/motel industry; one (1) voting member shall be representative of the hospitality industry at-large (although not restricted to the hotel/motel industry); and one (1) voting member shall be representative of the restaurant industry.

Two (2) non-voting members shall be representatives of the hospitality industry, based upon the recommendation of the Board and the Greater Irving-Las Colinas Hotel Association; one (1) non-voting member shall be representative of the hospitality industry at-large; one (1) non-voting member shall be representative of The Las Colinas Association; one (1) non-voting member shall be representative of the University of Dallas; one (1) non-voting member shall be the current chair of Irving Tax Increment Reinvestment Zone No. 1 Board; one (1) non-voting member shall be the current chair of Dallas County Utility and Reclamation District Board or a designee of the chair; one (1) non-voting member shall be representative of the Salesmanship Club of Dallas AT&T

Byron Nelson Championship; one (1) non-voting member shall be a past Board member, based upon the recommendation of the Board; one (1) non-voting member shall be the Executive Director of the Irving Arts and Culture Department; and one (1) non-voting member shall be the Chair of the Irving Arts and Culture Board

The three (3) ex officio, non-voting members shall be the chief executive officer of the Greater Irving-Las Colinas Chamber of Commerce, the chair of the board of the Greater Irving-Las Colinas Chamber of Commerce and the city manager or designee of the city manager.

One (1) of the voting members of the Board shall be elected by the Board as Chair and one (1) of the voting members shall be elected by the Board as Vice Chair. (Chapter 16B-1 of The Code of Civil and Criminal Ordinances of the City Of Irving, Texas, as amended by Ordinance 7217, February 19, 1998; as amended by Ordinance 8602, January 26, 2006; as amended by Ordinance 2011-9299, November 17, 2011; and as amended by Ordinance 2013-9421, January 10, 2013.)

The nine (9) voting members who shall not be employed by, nor own an interest in the hospitality or tourism industry must be residents of the City of Irving, eligible to vote in city elections. There is no residency requirement for the representative of the hotel/motel industry, representative of the hospitality industry at-large, representative of the restaurant industry, and the chair of the Greater Irving-Las Colinas Hotel Association.

All voting members of the Board shall serve for a period of two (2) years, unless sooner removed, with the exception of the voting member that is the chair of the Greater Irving-Las Colinas Hotel Association, whose term shall be defined by the term of service as its chair. Voting members of the Irving Convention and Visitors Bureau Board shall serve no more than three (3) full consecutive terms. When a member is appointed to complete a partial term, that partial term shall not count in computing the three (3) full consecutive terms. Non-voting and/or ex officio members may not be limited to three (3) consecutive terms, except that the one (1) non-voting member who is a past Board member should serve no more than one (1) full term; the Board may recommend to the City Council that the one (1) non-voting member who is a past Board member may serve a second full consecutive term.

The thirteen (13) voting members shall occupy a place on the Board, such places being numbered 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, and 13. The terms of office for places 1, 3, 5, 7, 9, 11, and 13 shall expire on odd-numbered years and the terms of office for places 2, 4, 6, 8, and 10 shall expire on even-numbered years; the term of office for place 12 is tied to the term of service as chair. The voting member representing the hotel/motel industry shall occupy place number 10, the voting member representing the hospitality industry at-large shall occupy place number 11; the voting member that is the chair of the Greater Irving-Las Colinas Hotel Association shall occupy place number 12; and the voting member representing the restaurant industry shall occupy place number 13. (Section 16B-2 (c) (2) of The Code of Civil and Criminal Ordinances of the City of Irving, Texas.)

The terms of office for all non-voting members of the Board will be defined by their terms of service as chairs of their respective entities or as designated by their respective entities.

In addition, the Board requests that the Mayor designate a member of the City Council to serve as City Council liaison to the Board, whose service is requested to ensure the Council's priorities are aligned with the Board's and to ensure the industry's priorities and concerns are conveyed to the Council. It is requested that the Council liaison be an active participant in the Board's regular meetings, including that of its Executive Committee.

Section 2

It shall be the duty of each member of the Board to take an active part in the deliberations of the Board and to act in whatever capacity he/she may be called.

It also shall be the duty of each Voting Member of the Board to actively participate in at least one committee of the Board each year.

Section 3

If a Board member is absent from three (3) consecutive regularly scheduled meetings within a twelve-month period without providing notice to the staff liaison, the Board member shall immediately forfeit the Board position. Enforcement of these attendance provisions are at the discretion of the City Council. Attendance rolls will be provided to the Office of the City Secretary annually or as otherwise requested. (Chapter 38, Sec. 38-5 Attendance of The Code of Civil and Criminal Ordinances of the City of Irving, Texas.)

Section 4

In the spirit of serving all of the City of Irving, a Board member may not concurrently serve on the Board of a related organization that creates a conflict of interest and should avoid any conflict of interest. Board members shall act in good faith, with undivided loyalty to the Bureau and with the high degree of diligence, care and skill which reasonably prudent persons would exercise in the conduct of their own affairs. Members of the Board may not take advantage of their positions, nor the knowledge gained there from, for private gain or other personal advantage, either for themselves, their families or anyone else with whom they have a direct or indirect personal or financial interest, to the detriment of the Bureau.

Board members must reveal conflicts of interest and apparent conflicts of interest which may exist through the disclosure of interests and activities, such as: the ownership, direct or indirect, of a financial or other interest in organizations supplying goods or services to the Bureau, or in the organizations which provide services competitive with the Bureau; the receipt or acceptance of benefits from any organization doing, or seeking to do, business with the Bureau or with a competitor of the Bureau; or participation in or taking advantage of any business opportunity or activity in which the Bureau has an interest or which may be competitive with the Bureau.

In addition to the background information required by the City of Irving's Application for Boards, Commissions and Committees, to assure compliance with applicable State law and City ordinances, Board Members are required to submit a Conflict of Interest Disclosure Statement annually (or within 30 days of appointment to the ICVB Board) to the Chair. The Bureau will retain file copies of all statements, which are documents of public record. It is understood that Conflicts of Interest on individual issues or items may arise throughout the year that may not otherwise be assumed at the time the statement is

signed. As these conflicts arise, Board members are required to provide a revised Conflict of Interest Disclosure Statement that will replace the document on file.

The Executive Committee will review the statements upon submission. Should there be a determination there is a conflict noted that may cause detriment to the organization, the Executive Committee will meet with the Board member in question, review the noted conflict and determine an appropriate course of action. If requested by the Chair, or if the Board member in question does not agree there is a conflict and the Executive Committee disagrees, the Executive Committee will request in writing an opinion from the City Attorney, with notification to the City Council liaison and the Mayor.

If any member of the Board perceives another member has a conflict of interest, the Chair must be notified in writing of the perceived conflict. The Executive Committee will meet with the Board member in question to review the issue that has been raised. If requested by the Chair, or if the Board member in question does not agree there is a conflict and the Executive Committee disagrees, the Executive Committee will request in writing an opinion from the City Attorney, with notification to the City Council liaison and the Mayor.

Section 5

The Board will adhere to all City of Irving policies and procedures relating to Boards and Commissions. The Board may adopt policies and procedures specifically for the Bureau, and may adopt addendums or exceptions to existing City of Irving policies specifically for the Bureau. The Board will provide documentation of any new policies, procedures and addendums to the City Council liaison. Any policies considered by the Board that are in direct conflict with City policies may require the review of the Office of the City Attorney and/or the authorization of the City Council before they may be adopted.

Section 6

The Board shall have a long-range strategic plan, which is reviewed annually and is updated at least every three years.

Section 67

The Board shall not discuss, engage in, facilitate or condone activities that restrain competition in violation of state or federal laws or otherwise.

Section 78

Under no circumstances is any member to take action or make any statement purporting to commit the Board unless given authority by a vote of the Board.

Section 89

Only the Board may take action on the Board's behalf.

ARTICLE IV. MEETINGS

Section 1

Regular Meetings: The Board shall meet monthly in regular session on dates approved by the Board and published annually. A monthly Board meeting may be omitted if authorized by the Chair.

Section 2

Special Meetings: Special meetings of the Board may be called by the Chair, or by any three (3) voting Board members, and upon written request to the Executive Director. The call for a special meeting shall specify the day and the hour of such special meeting, shall list the subject or subjects to be considered and a Public Notice shall be posted at least 72 hours before the meeting is scheduled to begin. The agenda for any special meeting shall include a designation of the person(s) who called such meeting. In accordance with state law, the notice to the public of an emergency meeting must be posted at least two hours before the meeting is scheduled to begin. An emergency meeting exists only if immediate action is required of a governmental body because of an “imminent threat to public health and safety” or a “reasonably unforeseeable situation” and/or state law.

A Special Meeting will be called at least once annually to review the performance of the Executive Director.

Section 3

Quorum: Seven (7) of thirteen (13) voting members shall constitute a quorum.

Section 4

Conducting Meetings: All meetings of the Board and its committees or task forces are conducted in accordance with the Texas Open Meetings Act in its most current version and all meetings will be posted in accordance with applicable law.

Section 5

It is the responsibility of the Executive Director to see that posting of all meetings (regular, special and committee) is: correct in content; posted timely (in accordance with Texas Open Meetings Act); and distributed to all concerned.

Section 6

Meeting agendas are prepared by the Executive Director and upon request, will be submitted to the Chair of the Board for review prior to posting. The Chair may place items on the agenda or request that items be removed from the agenda, provided that the request is made to the Executive Director in writing five (5) working days prior to the meeting. Three (3) voting members of the Board may place an item(s) on the agenda, provided that request is made to the Executive Director in writing five (5) working days prior to the meeting. If three voting members of the Board place an item on the agenda, it may not be removed by the Chair.

Copies of agendas shall be delivered to the City Secretary’s office for posting.

Section 7

Minutes of all open meetings are taken and filed appropriately.

Section 8

Meetings are governed by Robert's Rules of Order (latest edition) in all applicable cases.

Section 9

All meetings of the Board and its committees are "open" meetings unless closed. Closed meetings (executive sessions) are those that are allowed by state statute to be closed and may include matters dealing with personnel, leases, land purchases, economic development and litigation. All Board members may attend closed meetings (executive sessions); however, pursuant to the Open Meetings Act and Attorney General opinions, the Chair may exclude one or more members from a closed meeting.

Section 10.

Meetings will follow open meeting procedure and all applicable state and local laws, to include: call to order; roll call (may be conducted non-verbally by staff); determination of quorum (may be conducted non-verbally by staff); recognition of guests; minutes approval; acceptance of financial reports; individual action items, including a consent agenda if published; staff reports; committee reports; announcements; and adjournment.

At the Chair's discretion, the meeting's agenda may be adjusted to accommodate other priorities. Special Presentations may be scheduled at the Chair's discretion and the meeting agenda amended to accommodate these presentations.

Section 11

Guests wishing to express a position on an agenda item shall be allowed to speak per the requirements of the Texas Open Meetings Act and in accordance with the City of Irving Citizen Comments Process.

Section 12

Following input from guest(s) on any agenda item, the discussion will be closed to the audience and the Board will proceed with its discussion and action.

Section 13

Voting: Voting shall be by hand vote, or by written ballot by all voting members in attendance; individual votes will be recorded in the minutes.

Section 14

In the case of extraordinary or exigent events that may occur between meetings, when action to protect the interests of the organization is required and cannot wait until the next regularly scheduled meeting, a special meeting may be called with the appropriate notifications, and actions taken as posted, provided a quorum of all voting Board members is present for any actions.

Section 14

Action: Under no circumstances is any member to take action nor make any statement purporting to commit the Board unless given authority by a vote of the Board.

ARTICLE V. CODE OF CONDUCT

Each Board member has obligation to give his/her input into any subject being discussed by the Board. Each Board member's input should be solicited and considered. Each Board member should be made to feel his/her contribution is important.

The City of Irving Code of Ethics as adopted by Resolution No. 2014-278 is applicable to all Board members. (Details are provided in the ICVB Board Orientation Manual.)

ARTICLE VI. ELECTIONS, OFFICERS AND DUTIES

Section 1

The ICVB Board at its November meeting following the annual appointment of new members and re-appointments by the City Council shall elect from its members a Chair and Vice Chair as Officers for one-year terms and until their successors are elected. Elections are conducted by the current seated board. All voting Board members are eligible to serve as officers. Board elections may be held by hand vote, or by written ballot by all voting members in attendance; individual votes will be recorded in the minutes.

The November meeting is the last meeting for any outgoing Board members; newly appointed board members assume their duties at the following meeting.

The Chair shall, when present, preside at all meetings of the Board. The Chair shall generally provide oversight for issues requiring authorization beyond the Executive Director's for the governance of the Convention and Visitors Bureau, including the signing of special resolutions and other such documents requiring the Chair's signature and such other duties as may from time to time be prescribed by resolution of the Board or that are otherwise incidental to this office, including all documents that also may be forwarded to the appropriate City of Irving department.

The Chair is the Chair of the Executive Committee, and also shall serve as an ex officio member of all other committees and shall make all required appointments of standing and special committees.

The Vice Chair shall, in the absence of the Chair, preside over meetings of the Board and its Executive Committee and otherwise exercise all the powers and duties of the Chair. The Vice Chair is the Vice Chair of the Executive Committee, and shall serve as an ex officio member of all other committees.

At least once annually, the Chair shall call a Special Meeting of the Board to establish goals and objectives for the Executive Director and the Bureau, to determine performance criteria and to review the performance of the Executive Director, and to make any determinations regarding incentive performance, as well as any opportunities for improvement. The Chair will encourage input from all Board Members in this meeting. Any direction, input or action approved by the Board as a result of this meeting will be communicated to the Executive Director either privately by the Chair or with the Board as a whole, at the Chair's discretion.

No action by any officer shall be binding upon nor constitute an expression of the policy of the Bureau or Board until it has been approved by the Board.

Section 2

Board Officers shall hold offices for one (1) year and until their successors are elected. A person may hold the same office for a maximum of two consecutive years.

Section 3

In the event that a vacancy occurs in the office of Chair, the Vice Chair shall assume the duties of Chair. An election shall be held to fill the position of Vice Chair at the next regularly scheduled meeting, unless the situation warrants a special meeting be called.

Section 4

In the event that a vacancy occurs in the office of Vice Chair, the Chair may appoint a Board member temporarily to assume the duties of that office until the next regular Board meeting, at which time an election shall be held to fill the existing vacancy.

Section 5

In the event that a vacancy occurs in the offices of the Chair and Vice Chair at the same time, a special meeting may be called of the Board of Directors. If the vacancies are considered permanent, the Board shall elect from its members a Chair and Vice Chair. If the vacancies are temporary and are not expected to exceed three (3) months, the Board shall elect from its members an Acting Chair and an Acting Vice Chair.

Section 6

In the event of the absence of the Chair and Vice Chair from a meeting of the Board of Directors or the Executive Committee, the Chair of the Board Development Committee shall serve as Chair for the meeting. In the event of the absence of the Board Development Committee Chair, as well as the Board Chair and Vice Chair, the Destination Development Committee Chair shall serve as Chair for the meeting.

Section 7

No member of the Board of Directors has the ability to appoint or remove a person from the Board of Directors, nor does the Board as a body; this authority lies only with the City Council.

Section 8

The Board shall employ an Executive Director who shall be the chief executive officer of the Bureau, and in that capacity, serve as a non-voting member of the Board and all its committees. The Executive Director shall be responsible for the preparation and preservation of all records detailing the administrative affairs of the Bureau and the Board. The Executive Director may delegate Board committee and reporting responsibilities to other employees of the Bureau.

ARTICLE VII. COMMITTEES AND DUTIES

Section 1

Standing committees are appointed by order of the Chair, as are the Chairs and Vice Chairs of these. All members of the board may serve as voting members of the standing committees; however, committee membership shall not necessarily be restricted to members of the Board. However, the Chair of said standing committees shall be a member of the Board and shall be appointed by the Board Chair. Committee chairs and member appointments should be made by the Chair at the first meeting following each annual meeting of members at which the officers are elected (typically the December meeting), and their appointments are in effect for the following calendar year. The standing committee Chairs and Vice Chairs are appointed by the Chair and ~~therefore~~ may serve multiple years as Chair or Vice Chair at the respective Board Chair's discretion.

The Board Chair shall have the authority to appoint task forces, liaisons or special committees at will; any such appointment shall report directly to the Chair and shall terminate at the end of the Chair's term. Appointees to these task forces, liaisons or special committees shall not necessarily be restricted to members of the Board.

The Board Chair shall ensure that an orientation shall be conducted for new Board members within the first three months of appointment that would include the responsibilities and accountability of the entire Board, including its oversight of the Executive Director. This orientation should be coordinated through the Board & Business Development Committee or may be conducted separately at the Chair's discretion; all board members are welcome to attend. At the invitation of the Board Chair, newly elected members of the City Council should be encouraged to attend an orientation; all current City Council members are welcome to attend.

No action by any committee shall be binding upon nor constitute an expression of the policy of the Bureau or its Board until it has been approved by the Board.

All committee reports and recommendations shall be submitted to the full Board, but they shall be deemed only advisory in nature until after they have been reviewed and confirmed by the full Board, and any actions requested taken by the full Board. If any committee deems a matter sufficiently urgent to require action before the next meeting of the full Board, it shall convey its recommendation to the Executive Committee.

Section 2

The committees meet at their discretion and shall consider such matters as are referred to them by the Board Chair or requested by the Executive Director, shall keep records of their activities and recommendations, and shall report to the Board at such intervals as required by the Board. Standing committee chairs may appoint subcommittees, liaisons, task forces or work groups to assist the committee in its responsibilities provided, however, that the leader of any such subcommittee, task force or work group or a liaison is a member of the standing committee and will report back to the standing committee.

All committee members are eligible to vote within the committee's deliberations.

Section 3

The Board shall have the following standing committees: Executive, Board & Business Development, Community Engagement, and Destination Development.

Section 4

The Executive Committee will include a minimum of seven (7) voting members and consists of the Chair and Vice Chair of the Board and the chair of each standing committee; must also include one Voting Hotelier as well as one other hotel or the industry representative at-large and the restaurant industry representative, if not otherwise represented as committee chairs. If the Immediate Past Chair remains a voting member of the Board, the Immediate Past Chair is also designated a member of the Executive Committee. The City Council liaison is also a ~~non-voting~~ member of the Executive Committee.

The Executive Committee shall have the authority to make recommendations to the Board as a whole to negotiate, hire, determine compensation, discipline, and dismiss the Executive Director.

If there is a temporary vacancy in the position of the Executive Director, the Executive Committee will make a recommendation to the full Board for an Interim Executive Director. If the vacancy is considered permanent, the Executive Committee will make a recommendation to the full Board for an Acting Executive Director and will determine the procedure and priorities for identifying and hiring a successor.

The Executive Committee shall review and study budget requests, income, and expenditures and recommend a comprehensive budget; review and study required audits and report on same; study and review the management of all funds held by the Bureau and the Irving Convention Center and submit reports and recommendations regarding same; review the insurance programs of the Bureau and submit reports and recommendations regarding same; and generally become familiar with any and all other matters relative to the fiscal affairs of the Bureau and submit such reports and recommendations as it deems necessary and appropriate. The Executive Committee may also provide review for any other issues that may require budgetary adjustments during the course of a fiscal year.

The Executive Committee may independently, or at the request of the Executive Director, obtain and consider independent compensation studies for any or all Bureau positions for changes in the salary structure in order for the Bureau to remain competitive in recruiting and retention initiatives.

Section 5

The Board & Business Development Committee is responsible for enhancing board development and effectiveness. Its primary goal is to Increase the ICVB's Competitiveness in the Marketplace. This committee is responsible for the Board's Bylaws, Legislative Affairs, Governance and Charter issues, Board Member Orientation, Strategic Planning, Tourism Public Improvement District (TPID) formulation, Accreditation and other projects as determined by the Board Chair or as requested by the Executive Director.

Section 6

The Community Engagement Committee is responsible for increasing awareness, appreciation and support for the Irving hospitality industry and the Convention and Visitors Bureau. Its primary goal is to Enhance the Community's Awareness and Appreciation of Irving as a Visitor Destination. This committee is responsible for the High Spirited Citizens recognition program, the Spirit of Irving Awards, the Hospitality Industry Annual Meeting, and other projects as determined by the Board Chair or as requested by the Executive Director.

Section 7

The Destination Development Committee is responsible for all Destination Development initiatives, including but not limited to: signage, hotel development, visitor amenities, zoning, ordinances, attractions development, meeting facilities, transportation issues, and other projects as determined by the Board Chair, or as requested by the Executive Director. Its primary goal is to Advocate for Destination-Defining Development and to Endeavor to Enhance the Visitor Experience.

ARTICLE VIII. COMMUNICATIONS

Matters coming from the public and from civic organizations, in order to be sure of consideration at the stated meeting of the Board, must be in writing and received by the Executive Director at the offices of Bureau at least five (5) working days prior to the Board meeting.

ARTICLE IX. EXECUTIVE DIRECTOR

Section 1

The Executive Director shall provide direct and daily leadership and administration of the Bureau in its mission to generate economic growth for the City of Irving by: marketing and promoting Irving as a competitive meeting, event, corporate and leisure destination; oversight and direction of the operation and administration of the Irving Convention Center at Las Colinas as its contract administrator; and developing and expanding the hospitality industry and its products.

The Executive Director reports directly to the Board and is accountable to the Board on all aspects of the performance of duties and responsibilities of the organization, the total budget of the organization, and the performance of both the Bureau and the Convention Center.

The Executive Director is responsible for implementing the long-range strategic plans of the Board and City Council, while simultaneously supporting the short-term requirements and needs of the hospitality industry in Irving.

Section 2

The Executive Director or his/her staff designee shall serve as a non-voting member of all of the Board's committees, standing or special, as well as of any task forces established. The Executive Director may delegate Board committee and reporting responsibilities to other employees of the Bureau.

Section 3

The Executive Director shall provide the Board an annual self-evaluation based on the goals and objectives established by the Board.

Section 4

With the concurrence of the Board, the Executive Committee shall have the authority to negotiate, hire, determine compensation, discipline, and dismiss the Executive Director.

The Board shall notify and involve the Office of the City Attorney in any disciplinary actions against the Executive Director.

Section 5

In the event of the temporary inability of the Executive Director to carry out his or her duties, an Acting Executive Director shall be appointed by the Executive Committee.

Section 6

At the direction of the Board Chair or the Board & Business Development Committee, the Executive Director shall facilitate an orientation for new board appointees.

Section 7

The Executive Director shall hire all employees of the Bureau, set all employee job responsibilities and provide recommendations for compensation. The Executive Director may request the Board to consider independent compensation studies for any or all Bureau positions for changes in the salary structure in order for the Bureau to remain competitive in recruiting and retention initiatives.

ARTICLE X. FISCAL AFFAIRS

Section 1

The Executive Director shall submit a proposed annual budget to the Board on the forms and on a schedule to coincide with the City of Irving budget process. The Bureau's fiscal year coincides with the City of Irving fiscal year, and shall begin on October 1 and end on the following September 30. The Bureau's annual budget shall be approved by the Board no later than June 30 each year, and submitted to the Irving City Council for its review and authorization.

The budget submittal will also include a Marketing Plan (Program of Work) for the Bureau and Performance Goals.

The budget submittal will also include the budget for the Irving Convention Center at Las Colinas, including a detailed Capital Improvement Program budget.

Section 2

The Executive Director shall provide the Board with Financial Reports for the Bureau and the Irving Convention Center at Las Colinas on a monthly basis, in the formats required by the Government Accounting Standards Board (GASB) and the City of Irving.

Section 3

The Bureau shall be subject to audit by the City of Irving/its designee upon reasonable notice to the Bureau. The Bureau shall cause to be conducted an annual audit of the Irving Convention Center at Las Colinas, which results shall be reported to the Board for review, any necessary action and acceptance.

Section 4

Expenditures of hotel occupancy tax collections by the Bureau must be made in accordance with Texas Tax Code Chapter 351. Municipal Hotel Occupancy Taxes, Subchapter B. Use and Allocation of Revenue, Sec. 351.101. Use of Tax Revenue.

Section 5

The Bureau may accept any contribution, gift, bequest or device for any purpose consistent with its objectives and mission. The Bureau shall document receipt of all gifts and in-kind contributions, and shall compile a report of same as requested by the Board.

Section 6

All fiscal affairs of the Bureau shall be controlled and administered in accordance with the City of Irving financial policies, and any supplemental policies established by the Board.

ARTICLE XI. INDEMNIFICATION

The City of Irving Officer and Liability Plan (Chapter 27A, Article V, Irving Code of Ordinances) provides coverage for members of the Board for acts during the discharge of the member's official duties within the course and scope of the office.

ARTICLE XII. AMENDMENTS

The bylaws listed here, with the exception of those established by Ordinance No. 2414 dated November 9, 1972; Ordinance No. 8602, dated January 26, 2006; Ordinance No. 8913, dated February 7, 2008; Ordinance No. ORD-2011-9299 dated November 17, 2011; Ordinance No. ORD-2012-9320 dated February 23, 2012, and Ordinance No. ORD-2013-9421 dated January 20, 2013), may be amended at any regular or special meeting of the Board by two-thirds vote of members (provided notification in writing of the proposed amendment(s) shall have been made to all members at least fifteen working days prior to a regular or called meeting at which such action is proposed to be taken).

ICVB Bylaws
Page 15 of 15

Approved – 4/24/98
Revised – 7/28/99
Approved – 9/27/99
Revised – 5/1/06
Approved – 6/12/06
Revised – 9/13/06 & 10/18/06
Approved 11/20/06
Revised June 08
Approved 7/21/08
Revised August 2013
Approved: ICVB Board of Directors 9/23/13; Irving City Council 10/17/13
Revised July 2016
Approved: ICVB Board of Directors 7/25/16
Approved: ICVB Board of Directors, September 2017
Revised January 2020
Approved: ICVB Board of Directors; 1/27/20



November 17, 2020

The Honorable Greg Fischer
President
United States Conference of Mayors
1620 I Street, NW
Washington, DC 20006

Dear Mayor Fischer:

On behalf of America's restaurant industry, thank you for the work you and your colleagues are doing to protect the health of our communities as our nation endures this pandemic. Since the beginning of this crisis, the National Restaurant Association and our state restaurant association partners have worked with you and health departments across the country to ensure the safety of guests and employees in restaurants. As the scientific research behind COVID-19 continues to develop, our food safety team has collaborated with regulatory authorities across the country to establish industry best practices rooted in science. To date, we have not found any systemic outbreaks of COVID-19 from the hundreds of thousands of restaurants around the country that operate within the Association's guidance and follow local public health and safety regulations.

For decades, restaurants have created safe dining experiences for their guests. Guided by the FDA Food Code, establishments focus on practices in both the kitchen and dining areas that are designed to protect guests. From the outset of the pandemic, restaurants built upon existing practices by adding new and enhanced protocols. Employee health checks, hand hygiene, and surface cleaning and sanitizing were already in place. Our Association's COVID-19 Safe Operating Guidance enhanced these practices to require face coverings for staff, request face coverings for guests, add more frequent hand sanitizing, provide guests with hand sanitizers, and increase frequency of cleaning and sanitizing high-touch surfaces. Restaurants also updated floorplans to ensure social distancing of at least six feet between guests while in a restaurant.

The recent surge of COVID-19 cases has prompted state and local officials to make difficult decisions about how to reduce transmission in the community. We continue to support aggressive steps to protect the nation's public health. But there is an unfounded impression that restaurants are part of the problem, and we are suffering as a result of inconsistent, restrictive mandates. Tens of thousands of additional restaurant bankruptcies—and millions of lost jobs—are now more likely, while the science remains inconclusive on whether any health benefits will accrue. While scientists know far more about the viral exposure risks from homes, workplaces, and commercial establishments over the past eight months, the response from many officials harkens back to the blunt-force approach taken in March. Data tying systemic community

outbreaks of COVID-19 to restaurants has yet to emerge, but we are too commonly labelled as “super-spreaders,” and have become a convenient scapegoat for reflexive shutdowns.

As mayors determine whether socially facing businesses like restaurants should be closed or scaled back, we urge you to take the following suggestions into consideration:


- Regulations and decisions regarding restaurant operations should be based on facts and contact-tracing data, not hypothetical simulations of transmission.
- When restrictive regulations are imposed, such as capacity restrictions or shutdowns, it should be clear what health metrics must be achieved to return to the previous level.
- Restaurant operations should be treated the same as other retail establishments. Shutting down indoor dining should be considered a last option.
- If a shutdown is mandated, restaurants should be recognized as essential businesses and remain open for off-premise sales (e.g., takeout, delivery, and drive-through), as well as outdoor dining.
- Restaurants should receive as much advance notice as possible of changing regulations.

The coming weeks will challenge leaders in every state along with a restaurant industry that is struggling to remain afloat. The National Restaurant Association stands ready to work with you and your teams on policies and regulations that will enable our industry to safely serve our communities for the duration of the pandemic. To that end, we look forward to working together in the coming weeks and months.

Respectfully yours,

A handwritten signature in blue ink that reads "Tom Bené". The signature is fluid and cursive, with the first name "Tom" and last name "Bené" clearly distinguishable.

Tom Bené
President & CEO



2020 Election Results and 2021 Restaurant Impact

November 23, 2020





2020 Elections

Main Takeaways

American voters want competent, center-right leadership:



- Trump lost for failing to manage COVID competently & excessive chaos/division
- Congressional Democrats lost where voters feared too-aggressive progressivism

Our nation remains closely & bitterly divided:



- Senate nearly tied, House nearly tied, key WH states close
- Biden had no coattails, enters with a narrower mandate

The big questions remain mostly unresolved:



- Both parties face huge internal battles over future direction & leadership
- Biden is a transitional leader, hired to manage COVID & lower the volume...his ability to do more will depend on his success managing the pandemic

THE RESULTS: A Split Decision

Democrats Capture the White House & Gain in the Senate
Republicans Gain in the House & States



	WHITE HOUSE	U.S. SENATE	U.S. HOUSE	STATE LEG. CHAMBERS	GOVS
LAST ELECTION	Republican	53R – 47D	236D – 199R	59R – 39D	26R – 24D
AFTER <i>(So Far)</i>	Democratic	50R – 48D	225D – 210R	61R – 37D	27R – 23D
NET GAIN	FLIP	D+1	R+11	R+2	R+1

KEY BIDEN ATTRIBUTES & CONSIDERATIONS

1. He's a **Legislator** more than an Executive (very comfortable cutting deals)
2. He's a **Party Centrist** more than an Ideological Moderate (willing to compromise with anyone)
3. He's an **Institutionalist** (with great respect for the people, processes & protocol that make government work)
4. He retains an **Optimistic view of the GOP** (works well with Sen. McConnell, believes there are more Howard Baker / Bob Doles out there)
5. He's a **Transitional** figure and he knows it (trying to govern well rather than lead a revolution)

THE POLITICS: How much can get done in 2021?

THE CASE FOR MORE

Top 3 leaders are legislators with 113 years combined experience cutting deals

COVID crisis & struggling economy demand cooperation & agreement

Moderates in both parties want progress on problems

Senate GOP Majority at risk in purple states, House Dem Majority is at risk in purple districts

Media will paint compromise as courageous

THE CASE FOR LESS

Wings of both party oppose "deals with the enemy," preferring causes to compromise

Pandemic has become partisan, economic needs debated

Ideologues in both parties want "purity"

Politicians who compromise are more likely to face primary challenges from the fringes of their parties

Social media will paint compromise as treachery





Engaging and Advocating: Congress + White House

Our Focus

Comprehensive COVID Relief + Recovery

Blueprint for Revival

- RESTAURANTS Act (Senate Version)
- Paycheck Protection Program
- Employee Retention Tax Credit
- Healthy Workplace Tax Credits
- Business interruption insurance
- Liability protections
- RESTART Act/lending
- Vaccine prioritization

Recurring Policy Issues

Labor & Workforce Development

- PRO Act / Unionization
- Predictive scheduling

Tax

- Changes to corporate and pass-through tax rates
- Elimination of FICA tip credit

Wage, Hour, Leave

- Minimum wage
- Tip wage (tip pooling, 80/20 rule)
- Paid leave

Our Impact

Opportunities for Industry Leadership

Voice of Collaboration and Inclusion

- Dreamers
- Temp Worker Visa Reform

Education, Skills, Opportunity and Second Chances

- Workforce Development
- Social Justice/Criminal Justice Reform

Building on Our Accomplishments

Educational Foundation

- Extend Grants/Create New Opportunities in Minority Communities
- Grants to provide pathways from justice system to employment
- Apprenticeship Programs
- Secondary/Trade Education



Engaging & Advocating: State + Local Governments

Engaging & Advocating with State + Local Governments

Comprehensive Outreach on COVID Issues

- Led nationwide effort to provide consistent **reopening guidance** to restaurants based on science and epidemiological best practices
- Coordinate and lead State Restaurant Associations in **engaging governors and mayors**
- Partner with **U.S. Conference of Mayors and the National League of Cities** to encourage local leaders to promote and assist restaurants
- Leading the charge for local **deferrals of restaurant taxes and fees**, new grants and aid
- Expanding off-premises alcohol regulations to allow **cocktails-to-go** in over 30 states
- Advocating for **enhanced outdoor dining opportunities** including streamlined permitting processes, the ability to occupy public spaces, and grants to aid winterization efforts
- Working with local governments to create zoning flexibility to facilitate more off-premises sales (**curbside takeout and delivery**)

State and Local Policy Issues

Pre-COVID Issues

- Wage/Tip Wage
- Paid Leave
- Scheduling
- Packaging/Straws/Environmental Issues
- Privacy/Data Breach
- Healthcare (state level)
- Children's Meal Beverage Legislation
- Expanded Menu Labeling (Sodium/Sugar)
- Soda Taxes
- Portable Benefits
- Sexual Harassment Legislation
- .05 BAC
- Allergens
- Cashless Transaction Bans
- Third Party Delivery
- Natural Gas Bans

New Issues

- Re-opening Guidelines
- Essential Worker Protections
- Hazard Pay
- New Taxes
- Liability/Arbitration/Workers Compensation Tied to COVID-19
- Off-premises Alcohol Regulations
- Outdoor Dining Expansion
- COVID-19 Recovery Efforts



Engaging & Advocating: Restaurant Law Center

Business Interruption Insurance

- ✓ Restaurants deserve coverage from their BI insurance policies. Over 700 legal cases pending in federal and state courts.
- ✓ RLC has filed briefs at the appellate court level – working to guide case precedent to reach a national conclusion that will allow for compensation for economic losses caused by closure orders.
- ✓ On track to have filed briefs in every appeals court with cases pending.



Challenging Indoor Dining Bans

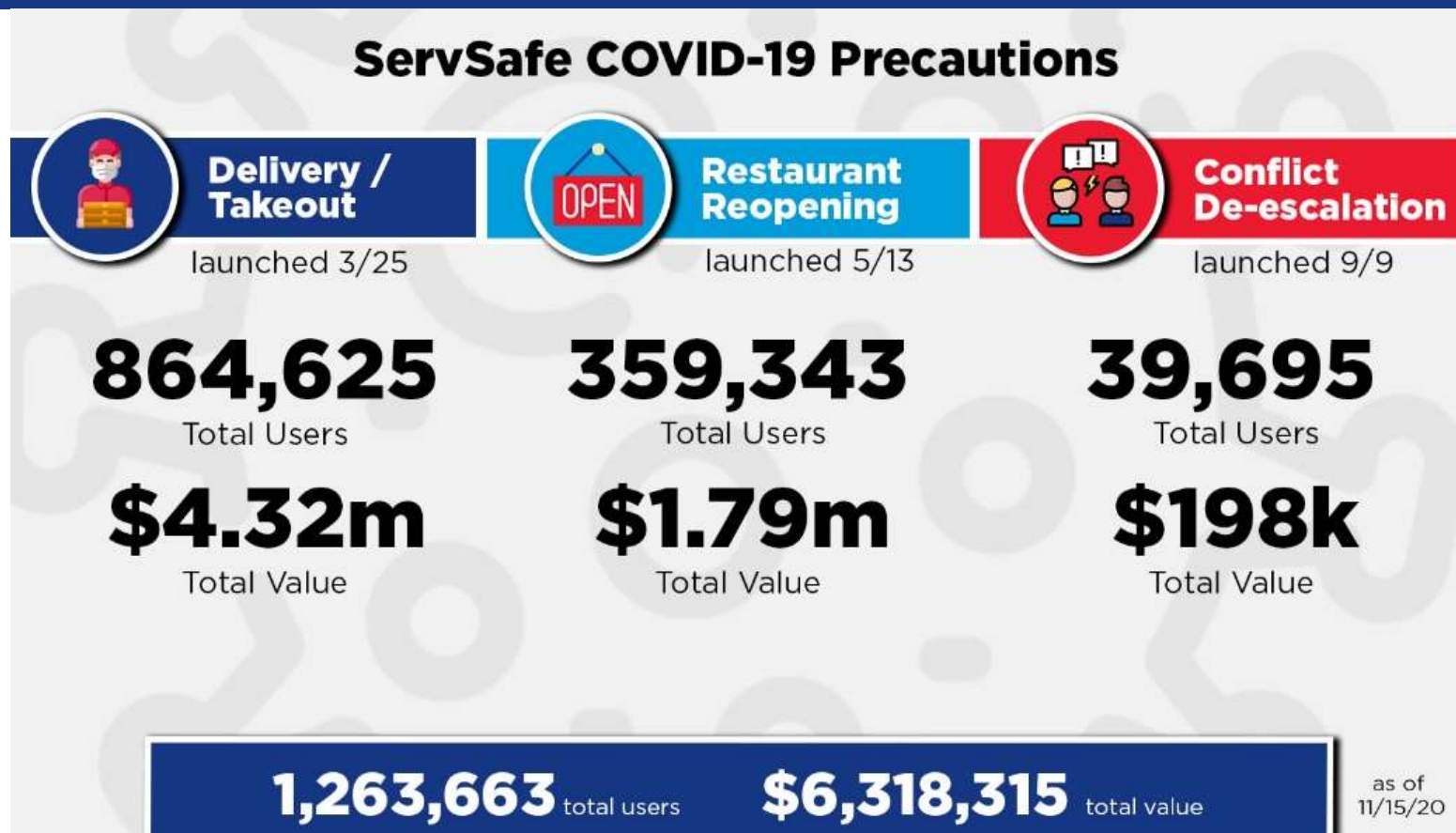
- ✓ RLC + SRA partners are pursuing every avenue to keep restaurants at least partially open with reasonable, science-based, restrictions.
- ✓ RLC filed suit in federal court, along with the Oregon Restaurant & Lodging Association, to prevent mandatory closure indoor and outdoor dining at restaurants.
- ✓ RLC filed a brief in state court with the Illinois Restaurant Association to prevent the mandatory closure of indoor dining at restaurants.
- ✓ Governors and other officials should develop reasonable and pragmatic approaches that still protect the livelihood of restaurant industry workers and restaurateurs.





Strengthening and Serving the **Industry + Employees**

ServSafe COVID-19 Training Programs



Engaging in the Current Cultural Moment

Strong Record. Striving for Better

- **40% of restaurants are majority-owned by minorities** compared to 29% across rest of economy
- **40% of managers and supervisors are minorities**—including more women and diverse leaders than any other sector
- **47% of industry employees are minorities** compared to rest of economy
- Restaurants generate: **\$2.5T economic impact and support 21M jobs** economy-wide
- **63% of all restaurant employees work for independent/non-chain locations** ranging from fast casual and takeout to fine dining.
- **31% of all restaurant employees work for locally- or regionally-owned** franchise or chain locations

Strategic Focus Areas

1. Pathway to inclusive leadership
Workforce development efforts
Targeting managerial-level training
2. Business & Ownership Development
 - Support the development of Black and Minority-owned businesses
 - Expand Black-owned franchise opportunities
3. Investments in Community Engagement
Building and amplifying Educational Foundation efforts

Resources

- ✓ Stay connected with latest events and keep in touch with your elected representatives:
www.restaurantsact.com
- ✓ National Restaurant Association Educational Foundation: www.chooserestaurants.org
- ✓ Find your State Restaurant Association:
www.staterestaurantassociations.org
- ✓ Learn more about ServSafe training products:
www.servsafe.com



A chef in a white uniform is plating a dish. The dish features a piece of meat, possibly steak, garnished with a sprig of rosemary. The plate is white and the food is colorful, including red and yellow vegetables. The chef's hands are visible, and the background is blurred.

Thank You.

Power of Travel Platform Summary

The following represents a summary of U.S. Travel's policy priorities over the next 4-5 years (2021-2025). A full platform document with additional detail will be shared by the end of the year.

A ROADMAP TO RESTORE AND REBUILD THE U.S. TRAVEL INDUSTRY

After a decade of unprecedented growth and prosperity, 2020 was the year the travel industry as we knew it ceased to exist.

International borders closed, flights were grounded, and the industry was plunged into chaos as the coronavirus spread across the world. In mere weeks, U.S. travel industry unemployment soared to 51%, imperiling workers and small businesses in every pocket of America. While the pandemic raged on without substantial federal relief, travel spending continued to fall, totaling losses of more than \$440 billion for the U.S. economy.

We face enormous challenges as we look toward recovery over the next few years, but recent successes point to the industry's enduring potential for growth. In 2019, travel-supported jobs topped out at 15.8 million and travel spending generated a total \$2.6 trillion in economic output. Travel was America's second largest industry export, contributing a trade surplus of \$59 billion to the U.S. economy.

While the current environment is extraordinarily difficult, we know the travel industry must adjust to this moment. The pandemic should not be viewed as a setback, but as an opportunity to rebuild a stronger travel ecosystem that adheres to the highest health and security standards. We must work together to ensure that travel is viewed by public officials as an essential industry and continue to advocate for representation at the highest levels of government. We must consider all of the possibilities before us to improve infrastructure, modernize travel technology, enhance the air travel experience and prepare to compete with other countries for a resurgence in travel demand.

We have seen a world without travel: we know how harmful it is to the economy, to working Americans and to the very fabric of our society. It is simply not enough to return to the travel industry of years past—we are striving to move beyond this crisis, to challenge ourselves to revive this industry to be stronger than ever before.

Together, the collective travel industry and our elected officials can work together to bring travel back to prosperity and achieve our goal of welcoming 116 million annual international visitors by 2028.

The following policy priorities serve as a roadmap toward restoring and rebuilding the U.S. travel industry.

ECONOMIC RELIEF AND RECOVERY

The pandemic's effect on global travel has cost the U.S. economy billions in lost spending, imperiled the livelihoods of millions of American workers and jeopardized travel businesses of all sizes. Until widespread travel is able to resume without quarantine and business is able to be conducted without service-capacity restrictions, travel-dependent businesses will continue to need economic assistance to maintain operations. The federal government should activate the following relief and recovery strategy to sustain and rebuild the travel industry and the larger U.S. economy:

100

- A** Provide long-term economic relief until recovery is possible.
- B** Stimulate the restoration of travel, meetings and events.
- C** Safely reopen international travel through risk-based COVID-19 testing protocols and remove international travel bans
- D** Promote health and safety measures that enable a predictable, nationwide framework for domestic travel.
- E** Enact immediate, temporary and limited liability protections for businesses that make a good-faith effort to reopen responsibly amid the pandemic.

A-E Included as First 100 Days Recommendations

Power of Travel Platform Summary

GLOBAL COMPETITIVENESS

The pandemic has inflicted immense harm on our industry and our economy, and we must be ready to meet a resurgence in international travel demand once global travel can resume. To better prepare the U.S. to welcome back visitors from around the world—and to compete for international tourism dollars—travel should be viewed by policymakers as an export on par with other U.S. industries. The federal government should implement the following policy priorities to establish travel industry leadership within the federal government, elevate travel exports in trade negotiations and help the industry meet its goal of welcoming 116 million annual international visitors by 2028:

100 **A** Create a new Assistant Secretary for Travel and Tourism position within the U.S. Department of Commerce to work across agencies to develop a coherent, government-wide plan to boost travel exports.

B Prioritize and elevate travel exports in U.S. trade agreements, such as those being negotiated with the United Kingdom, the European Union, Japan, China and others.

C Support the continued success of Brand USA, the United States' destination marketing organization.

FUTURE OF MOBILITY AND INFRASTRUCTURE

By prioritizing investment in infrastructure now, the U.S. can prepare to emerge from the pandemic with stronger, more connected systems than ever before. Importantly, increased investment in infrastructure is crucial to reconnecting rural, remote destinations and small businesses to both domestic and international visitors. The federal government can enact the following infrastructure priorities to improve our existing systems, facilitate recovery efforts and work toward a future where America's travel infrastructure is once again the envy of the world:

100 **A** Prioritize investments to improve existing infrastructure systems.

B Support tax incentives for electric vehicle charging stations and energy efficient commercial buildings.

C Make structural changes and modernize existing systems to improve the long-term viability of National Park Service sites.

REIMAGINING AIR TRAVEL

Times of crisis often shape and influence policy, as well as expose weaknesses and deficiencies in existing processes. As the U.S. air travel industry shifts to meet the demands of providing a safe travel experience during the pandemic and beyond, the need for better, more innovative technology across the entire air travel ecosystem is more pertinent than ever. The federal government can advance the following priorities to enhance and strengthen the air travel experience:

A Advance the implementation of biometric technology, which has the potential to revolutionize the travel industry.

B The federal government must set and communicate clear standards for biometric technology, privacy and security.

C Delay REAL ID enforcement until implementation will not reverse or slow the industry's recovery; the additional time should be used to improve and modernize the REAL ID Act.

Power of Travel Platform Summary

TRAVEL AND SECURITY FACILITATION

Some of the best, most innovative security programs are also the ones that make travel more accessible and efficient. As we look ahead to the next few years, a more streamlined approach to travel facilitation will be vital to handling a resurgence in travel demand. The federal government should examine its existing travel facilitation systems and activate a plan to package program enrollment and ensure more low-risk travelers are able to easily join these programs:

- A** Streamline enrollment in Trusted Traveler Programs—TSA Precheck, Global Entry, Sentri and Nexus—into one program for greater efficiency.
- B** Facilitate Global Entry, Preclearance and VWP expansion by streamlining overlapping standards for security, intelligence sharing and passport issuance.
- C** Enhance existing travel facilitation programs to improve the traveler experience and remain competitive with other countries.

MINUTES – BOARD AND BUSINESS DEVELOPMENT COMMITTEE

IRVING CONVENTION CENTER

VIA ZOOM

Friday, September 11, 2020

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

Committee Chair Debbi Haacke called meeting to order at 9:00 a.m.

Haacke asked for any citizen comments and there were none. The Committee held a moment of silence in remembrance of September 11, 2001.

Discussion was held on ICVB Board position transitions in the next two years. Committee members gave updates on Board position recruitment discussions and suggestions. Executive Director Maura Gast recommended action be taken at the September Board of Directors meeting to transition the Salesmanship Club position to an Industry-at-Large position and present a recommendation from the Committee to fill the seat. The recommendation will be sent to the City Council for consideration. All positions are appointed by City Council, although Council has accepted ICVB recommendations for non-voting positions in the past. If the Council approves this change, the Ordinance will need to be updated as well. Several industry and individual suggestions were given that would be a good fit for the Board.

Haacke asked for a motion to approve the change from Salesmanship Club to Industry-at-Large non-voting position on the Board of Directors. On a motion from Board Vice Chair Karen Cooperstein, and a second from Board member Herb Gears, the motion was approved unanimously.

The Committee recommended Stephanie Fenley Garcia from The Expo Group to fill the proposed new Industry-at-Large position, with a representative from J&S Audio Video as another option, if Garcia is not able to serve.

ACTION ITEM: Gast to reach out to Garcia to discuss. If agreed, the recommendation will be presented to the Executive Committee at the September 25 Committee meeting for approval and then to the Board for approval.

Haacke asked for a motion to approve the recommendation of Stephanie Fenley Garcia to fill the Industry-at-Large Board position. On a motion from Board member David Cole, and a second from Board member Clem Lear, the motion was unanimously approved.

Discussion and suggestions were held on the Former Board Ex-Officio position that will become vacant in November when Dr. Bob Bettis' term concludes. The Committee recommended Board member Joe Philipp fill this position upon the end of his voting Board member term. Philipp indicated his willingness to serve a two-year term in this role.

Haacke asked for a motion to approve the recommendation of Philipp to fill the Former Board position on the Board. On a motion from Cole, and a second from Cooperstein, the motion was unanimously approved.

Gast reported that she and Assistant Executive Director/Administration Susan Rose attended the City's kick-off meeting with Finance and LodgingREVS. The project for short-term property hotel occupancy tax collections will begin in November or December 2020 with data collection. Notices for collections will be sent by the City and enforcement will be a topic to address. Communication to residents will be presented in the City Spectrum publication. It was noted the City Finance Department is responsible for the management of this project. In addition, Finance will be communicating with the hotels regarding the change to monthly Hotel Occupancy Tax collections that will begin on October 1, 2020.

Gast reported there were no further updates or information on the COVID-19 pandemic. ICVB staff representatives attend Dallas County Judge Clay Jenkins calls organized by the Chamber for updates and Gast monitors the city's emergency operations updates.

Discussion was held on revising the online ICVB Board portal. The following suggestions were given from the Committee:

- Add ICVB Bylaws link
- Add Board and Committee meeting minutes link (posted in advance of meetings)
- Add City Council and other City helpful links
- Add a Search option if possible
- Move Latest Information to the top of portal page
- Update Miscellaneous Presentations
- Perform an analysis on statistics for use of site and clicked links
- Add Executive Director performance review process and attachment of current year priorities
- Update "In the News" with COVID updates and Marketing and Communications press coverage
- Include a pipeline update and e4vent calendar (12-month ICC rolling calendar and update monthly)

Gast, Rose and Office Manager Carol Boyer will work on the revisions, and the portal discussions will continue, to make the site as useful as possible for Board members. Information on the portal will be added to the Board member orientation and encourage new and existing Board member to utilize it. The topic will be added to the next Board and Business Development Committee quarterly meeting.

Haacke asked for a motion to approve the Board and Business Development Committee minutes from August 14, 2020. On a motion from Board member Bob Bourgeois, and a second from Board member Greg Malcolm, the motion was unanimously approved.

Haacke adjourned the meeting at 10:12 a.m.

Respectfully submitted,



Maura Allen Gast, FCDME
Executive Director