

AGENDA
Irving Convention and Visitors Bureau Board of Directors
Board and Business Development Committee
Friday, September 11, 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 September 11, 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 phone numbers to sign-in and participate are 1-888-788-0099 (Toll Free) or 1-877-853-5247 (Toll Free) or online <https://us02web.zoom.us/j/89468997331>. Meeting ID: 894 6899 7331.

1. Citizen Comments on Items Listed on the Agenda
2. Discussion on Board Position Transition:
 - a. Salesmanship Club to Industry-At-Large
 - b. Former Board Member
3. Short-term Hotel Occupancy Tax Rental Collections Update
4. Update on Hotel Occupancy Tax Collections from Quarterly to Monthly
5. COVID-19 Update
6. ICVB Board Portal Discussion
7. Approval of August 14, 2020 Meeting Minutes
8. Next meeting December 4, 2020 and Future Meeting Topics

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.

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