

DRAFT

MINUTES

JOINT MEETING BETWEEN IRVING CONVENTION AND VISITORS BUREAU AND IRVING CITY COUNCIL

Irving Convention Center – First Floor Conference Room

October 21, 2022

Attendance: David Cole, Board Chair; Bob Bourgeois, Board Vice Chair; Beth Bowman*, Karen Cooperstein, Herb Gears, Colvin Gibson, Nydia Hoskins, Julia Kang, Greg Malcolm, William Mahoney, Joe Philipp*, Sam Reed, Richard Stewart Jr. – ICVB Board of Directors; ICVB Council Liaison Kyle Taylor and City Councilman Mark Zeske; Maura Gast – ICVB Staff. (*Indicates Non-Voting members.)

Board Chair David Cole called the meeting to order at 9:00 a.m. and inquired if there were any citizen comments; there were none. Cole provided an overview of the meeting and its purpose of providing the annual performance evaluation of the Executive Director and reminded the group of the narrative report Gast had provided in advance of the meeting.

PERSONNEL – EXECUTIVE DIRECTOR

Executive Director Maura Gast called the meeting into Executive Session pursuant to Section 551.074 of the Texas Local Government Code at approximately 9:03 a.m. The meeting reconvened from Executive Session at 10:36 a.m.

On a motion by Board Vice Chair Bob Bourgeois and seconded by Board member Herbert Gears, the Board unanimously approved revising the expiration date of the Discretionary Time Calculation to December 31, 2025 and updating the calculation to reflect total to date, and approved the following changes to the policy: allowing discretionary time to be utilized with any other paid time off and allowing the use of more than four days within two pay periods with the advance approval of the Board Chair.

The Executive Director was asked to conduct a peer group salary survey and bring the information back to the Executive Committee for discussion at its December meeting, along with the City of Irving pay scale. It was also requested that the most current ICVB compensation study be posted in the Board Portal.

Gast then provided a brief presentation on succession planning for the organization as the final element of her evaluation report.

There being no further discussion, the meeting was adjourned at 10:47 a.m.

Respectfully submitted,



Maura Allen Gast, FCDME

Executive Director