

**RECORD OF MINUTES  
DARE COUNTY TOURISM BOARD  
THURSDAY, NOVEMBER 19, 2020  
9:00 A.M.  
OUTER BANKS VISITORS BUREAU ADMINISTRATIVE OFFICES  
MANTEO, NC 27954**

**ATTENDING:**

**In-Person:** Myra Ladd-Bone, Chair; Pat Weston, Treasurer; and Leo Holland.

**Via GoToMeeting:** Jeff Pruitt, Vice-Chair; Ervin Bateman, Assistant Treasurer; Webb Fuller, Secretary; Doug Brindley, Chuck Burdick, Tim Cafferty, Jamie Chisholm, Ivy Ingram, Karen Loopman-Davis and Jay Wheless, Legal Counsel.

**EXCUSED ABSENCE:** Bobby Owens.

**STAFF:**

Lee Nettles, Executive Director (in person)  
Diane Bognich, Director of Administration (GoToMeeting)  
Amy Wood, Clerk to the Board/Administrative Specialist (GoToMeeting)  
Lorrie Love, Tourism Sales and Events Manager (in person)  
Aaron Tuell, Public Relations Manager (GoToMeeting)

**OTHERS ATTENDING:**

**Via GoToMeeting:** Philip Ruckle, *The Coastland Times*; Katie Stone, Ralph Buxton, and Wally Overman.

In Person: John DeLucia, Albemarle Associates.

The meeting was called to order at 9:00 a.m. The Board then recited the pledge of allegiance, followed by a moment of silence.

**APPROVAL OF AGENDA:** Ms. Weston moved to approve the agenda. Second by Mr. Holland. There was no discussion.

**Yes:** Ervin Bateman, Doug Brindley, Chuck Burdick, Tim Cafferty, Jamie Chisholm, Webb Fuller, Leo Holland, Ivy Ingram, Myra Ladd-Bone, Karen Loopman-Davis, Jeff Pruitt, and Pat Weston.

**No:** None. The motion passed unanimously (12-0).

**APPROVAL OF MINUTES:** Mr. Bateman moved to approve the meeting minutes from October 15, 2020 meeting. Second by Mr. Burdick. There was no discussion.

**Yes:** Ervin Bateman, Doug Brindley, Chuck Burdick, Tim Cafferty, Jamie Chisholm, Webb Fuller, Leo Holland, Ivy Ingram, Myra Ladd-Bone, Karen Loopman-Davis, Jeff Pruitt, and Pat Weston.

**No:** None. The motion passed unanimously (12-0).

**APPROVAL OF MINUTES (continued):** Mr. Holland moved to amend the previously approved minutes from the May 21, 2020 meeting [a table in the minutes was missing rows]. Second by Ms. Weston. There was no discussion.

**Yes:** Doug Brindley, Chuck Burdick, Tim Cafferty, Jamie Chisholm, Webb Fuller, Leo Holland, Ivy Ingram, Myra Ladd-Bone, Karen Loopman-Davis, Bobby Owens, Jeff Pruitt, and Pat Weston.  
**No:** None. The motion passed unanimously (12-0).

**PUBLIC COMMENTS:** There were no public comments made and no written comments were received.

**STEERING COMMITTEE REPORT:**

***Soundside Discussion:***

- The Board discussed if a combined Conditional Use Permit for the expanded property was necessary. John DeLucia encouraged the creation of a utilization plan for the expanded sites, even if a Conditional Use Permit was not pursued. Following discussion, the Board asked Legal Counsel to discuss the issue with Nags Head's Legal Counsel.
- Lee Nettles reviewed the letter from the Mayor of Nags Head regarding the previous work done towards purchasing Nags Head's ownership interest in the event site (on file), noting that the Board had shelved the plan at the beginning of the pandemic. The Board reached consensus to proceed with the plan and asked Legal Counsel to work with the town's attorney to reach an agreement for Board approval.

***Tourism Impact Grant Extension Request:***

- The Town of Duck requested a year extension for the fourth and final phase of pedestrian improvements in Duck Village. Mr. Holland moved to grant a year extension [June 30, 2022] to the Town of Duck. Second by Mr. Bateman. There was no discussion.

**Yes:** Ervin Bateman, Doug Brindley, Chuck Burdick, Tim Cafferty, Jamie Chisholm, Webb Fuller, Leo Holland, Ivy Ingram, Myra Ladd-Bone, Karen Loopman-Davis, Jeff Pruitt, and Pat Weston.

**No:** None. The motion passed unanimously (12-0).

***Tourism Impact Grant Award Recommendations:***

Staff reviewed the following Tourism Impact Grant (TIG) requests and the amount of money budgeted versus the amount requested (a difference of \$627,486), noting that money from the Long-Term Unappropriated Fund could be transferred into the TIG line item to help fund the requests, and that the money moved would be repaid over time.

Mr. Burdick moved to transfer \$200,000 from Long Term Unappropriated Surplus into the TIG line item, and that the Long-Term Unappropriated Fund would be repaid over time. Second by Mr. Holland. There was no discussion.

**Yes:** Ervin Bateman, Doug Brindley, Chuck Burdick, Tim Cafferty, Jamie Chisholm, Webb Fuller, Leo Holland, Ivy Ingram, Myra Ladd-Bone, Karen Loopman-Davis, Jeff Pruitt, and Pat Weston.

**No:** None. The motion passed unanimously (12-0)

**Tourism Impact Grant Award Recommendations (continued):**

Ms. Weston moved to approve the following awards as follows:

Organization	Project	Project Amount	<b>RECOMMENDED AWARD AMOUNT</b>	Organization to Match
Hatteras Community Center District	Hatteras Village Multi-Modal Pathway	\$1,005,360.00	\$342,640	At least 50%
Kill Devil Hills	Meekins Field Community Park	\$878,142.88	\$200,000	At least 50%
Manteo	Manteo Town Common, Phase II	\$480,000.00	\$150,000	At least 50%
Nags Head	Sidewalk at Admiral Street	\$40,000.00	\$40,000	Not required
Nags Head	Nags Head Skate Park	\$180,000.00	\$30,000	At least 25%
NC Coastal Federation	Environmental Improvements to Baum Bridge Boating Area	\$495,425.00	\$40,000	At least 25%
Outer Banks Gun Club	Range Improvements	\$12,864.00	\$12,000	Not required
<b>TOTAL RECOMMENDED AWARDS</b>			<b>\$814,640.00</b>	

Second by Mr. Burdick. There was no discussion.

**Yes:** Ervin Bateman, Doug Brindley, Chuck Burdick, Tim Cafferty, Jamie Chisholm, Webb Fuller, Leo Holland, Ivy Ingram, Myra Ladd-Bone, Karen Loopman-Davis, Jeff Pruitt, and Pat Weston.

**No:** None. The motion passed unanimously (12-0)

**BUDGET AND FINANCE REPORT:** Ms. Weston reviewed the meals and occupancy receipts received. Receipts for fiscal year 2020-2021 are up 8.18% compared to 2019-2020 actual receipts.

**OUTER BANKS VISITORS BUREAU UPDATES:** Lee Nettles updated the Board on:

- Occupancy receipt collections set both highest and lowest records
- Upcoming webinars
- New travel insert for 2020 (instead of a travel guide)

**OLD BUSINESS:** There was no old business before the Board.

**NEW BUSINESS:** There was no new business before the Board.

**BOARD MEMBER COMMENTS:** Mr. Holland wished everyone a happy Thanksgiving.

**SET DATE, TIME AND PLACE OF NEXT MEETING:** The next meeting is scheduled for Thursday, December 17, 2020 at 9:00 a.m. in Curtis Creech Memorial Boardroom, Outer Banks Visitors Bureau Administrative Office, Manteo, NC (virtual and in-person options available).

The Chair asked if there was any further business before the Board. Hearing none, the Chair adjourned the meeting at 10:17 a.m.

**ATTESTED:**

  
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Clerk, Dare County Tourism Board