

**RECORD OF MINUTES
DARE COUNTY TOURISM BOARD
THURSDAY, APRIL 16, 2020
9:00 A.M.
OUTER BANKS VISITORS BUREAU ADMINISTRATIVE OFFICES
MANTEO, NC 27954**

ATTENDING:

In-Person: Myra Ladd-Bone, Chair; and Doug Brindley.

Electronically: Jeff Pruitt, Vice Chair; Ervin Bateman, Assistant Treasurer; Pat Weston, Treasurer; Webb Fuller, Secretary; Chuck Burdick, Tim Cafferty, Jamie Chisholm, Leo Holland, Ivy Ingram, Karen Loopman-Davis, Bobby Owens, and Jay Wheless, Legal Counsel.

STAFF:

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

OTHERS ATTENDING ELECTRONICALLY: Mark Dowdle, Assistant Superintendent, Outer Banks Group, National Park Service; Philip Ruckle, The Coastland Times; Michelle Wagner, Outer Banks Voice, Ann Wood, Surf or Sound Realty; Beverly Kisslinger, Town of Kill Devil Hills Finance Officer and Tonia Cohen, Outer Banks Hotel/Motel Association.

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: Mr. Burdick moved to approve the agenda. Second by Mr. Holland. There was no discussion and the motion passed unanimously.

Yes: Ervin Bateman, 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.

APPROVAL OF MINUTES: Mr. Fuller moved to approve the meeting minutes from March 19, 2020. Second by Mr. Cafferty. There was no discussion and the motion passed unanimously.

Yes: Ervin Bateman, 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.

DARE COUNTY TOURISM BOARD MEETING CONTINUITY RESOLUTION (Resolution 2020-1):

WHEREAS, certain business must be conducted by the Dare County Tourism Board in order to maintain the regular business operations, such as the adoption of budgets, ordinances, and contracts; and

WHEREAS, certain conditions may arise when it is prudent and advisable for the Board not to hold its regular public meetings, such as a crisis associated with a contagious viral illness; and

WHEREAS, it is advisable in such an instance for the Board to be able to hold its regular meetings via telephone or other electronic means, provided the proper rules for public notice are followed.

NOW, THEREFORE, it is resolved that, in the case of a public health emergency, The Dare County Tourism Board is authorized to conduct business via telephone, ~~Skype~~, video conferencing, or other electronic means. The Clerk to the Board will: provide proper public notice of said meeting, will provide an agenda published on its website, provide a mechanism for the public to listen to the meeting via electronic means, and legal counsel will be available at said meeting.

The Legal Counsel and the Board reviewed the resolution. Mr. Fuller moved to approve Resolution 2020-1. Mr. Burdick seconded. Mr. Cafferty suggested removing Skype and replacing it with “video conferencing.” Mr. Fuller amended his motion to include the change in words. Mr. Burdick seconded. There was no further discussion.

Yes: Ervin Bateman, 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.

PUBLIC COMMENTS: Assistant Superintendent Dowdle reviewed happenings with the National Park Service sites in the county.

BUDGET AND FINANCE REPORT:

Fiscal Year 2019-2020 Budget Amendment: Staff reviewed the budget amendment, which will transfer additional funds into the Online Marketing line item to increase marketing and try to mitigate travel anxieties due to COVID-19. The additional funds come from the unappropriated funds that are over 60% of reserves.

Ms. Weston moved to transfer \$200,000 from the Unappropriated Fund into the Online Advertising Fund. Second by Leo 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, Bobby Owens, Jeff Pruitt, and Pat Weston.

No: None.

The motion passed unanimously.

Staff discussed a postponed decision on a budget amendment for Event Grant Awards. The Board reached consensus to have the grants committee re-evaluate the awarded amounts.

Proposed Budget for Fiscal Year 2020-2021: Diane Bognich reviewed the proposed budget for Fiscal Year 2020-2021. Following review, Ms. Weston moved to set the Public Hearing for Fiscal Year 2020-2021 Budget for May 21, 2020 at 9:15 a.m. at the Outer Banks Visitors Bureau Administrative Offices. Second by Leo 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, Bobby Owens, Jeff Pruitt, and Pat Weston.

No: None.

The motion passed unanimously.

ADVENTURE PARK RENT DEFERMENT REQUEST: Diane Bognich reviewed the request from the Adventure Park to defer their payments as follows:

Monthly Building Lease: This lease requires monthly payments of \$2,669 on the first of each month. The Adventure Park requests deferral of the May and June rent payments until July 30, 2020.

Yearly Land Lease: This lease requires two payments of \$6,900 on June 1 and September 1. The Adventure Park requests extending the due dates of these payments to August 15 and October 15, 2020, respectively.

Legal Counsel advised that the Board should have the attorney(s) for the Adventure Park prepare the rent deferment agreement and allow Chair to approve based on guidance from the Executive Director, Finance Officer and Legal Counsel.

Mr. Burdick moved to accept the rent deferment request. Second by Ms. Weston.

Yes: Ervin Bateman, 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.

OUTER BANKS VISITORS BUREAU UPDATES: Lee Nettles shared information from Destination Analysts (attached). He also discussed a campaign to promote local safety when reentry restrictions were lifted.

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


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

BOARD MEMBER COMMENTS:

SET DATE, TIME AND PLACE OF NEXT MEETING: The next meeting is scheduled for May 21, 2020 at 9:00 a.m. in Curtis Creech Memorial Boardroom, Outer Banks Visitors Bureau Administrative Office, Manteo, NC.

Mr. Holland moved to adjourn. Second by Pat Weston. All were in favor. The meeting adjourned at 10:34 a.m.

ATTESTED:



Chair, Dare County Tourism Board