MOTIONS PASSED AT THE COMBINED BOARD MEETING, TUESDAY October 13, 2026

Approve August 25, 2026, Minutes

Ms. Pease Moved; Seconded by Mr. Fleming to approve

Approve Consent Agenda

Ms. Pease Moved; Seconded by Mr. DiBenedictis to approve

Approve post storm Task Orders

Mr. DiBenedictis Moved; Seconded by Ms. Pease to approve

COMBINED BOARD MEETING
Bay County Tourist Development Council
Panama City Beach Convention & Visitors Bureau, Inc.
Panama City Beach

Tuesday, October 13, 2026 9:00 A.M. Council Room, PCB City Hall

I. CALL MEETING TO ORDER

Chairman Johns called the meeting to order at 9:00 A.M.

II. ROLL CALL

Board Members:
Jeff DiBenedictis (Treasurer)
Will Fleming
Reggie Johns (Chairman)
Clair Pease
Josh Wakstein

Five Members Present at the time of Roll Call. Four Absent: Jason Branks, Mike Jarman, Andy Phillips, & Ethan Register (Vice-Chair)

A. Invocation- Sharon Cook
B. Pledge of Allegiance-Chairman Johns
C. Approve August 25, 2026, Meeting Minutes

Ms. Pease Moved; Seconded by Mr. Fleming to approve

Motion passed unanimously.

III. REQUESTS TO ADDRESS THE BOARD (3 Minutes) NONE

IV. SECRETARY/TREASURER'S REPORT Mr. DiBenedictis stated: You should have an executive financial summary in your package. I'm going to talk more specifically about the balance sheets. You should have in your packet the July and August financial statements as prepared by Tipton Marler. Looking at the August balance sheet, we have total assets of 6.74 million, liabilities of 2.12 million and equity of 4.62 million. We have a real strong cash position of 3.27 million in the bank with current liabilities of 1.92 million. And those liabilities are centered around $900,000 in accounts payable. That gives us when you look at a current ratio of your current assets against your current liabilities, that gives us 2.22 times coverage with our cash over our liabilities, which is a real strong position. One thing on the balance sheet, we're still carrying $987,000 in fraud. That is carried as an asset because of hopes for recovery, which we all feel that's probably highly unlikely. I want to talk with Griff and the accountants between now and the next meeting to address possibly writing some of that off in 2026, if not all of it. Tipton Marler will be here next month and they will address the fraud. We were waiting on the forensic report from Carr Riggs. They couldn't finish the report until Tipton Marler finished the balance sheets. So, we're making progress. Just a couple of other things. There's a comparison in your financial packet from July from 2025 to 2026. Net income was up 49% year over year. Revenue was flat, but operating expenses were reduced by 9.7%. Looking at August 2025 to 2026, revenue did decline by 7%, but operating expenses remained flat. The decline in revenue resulted in an increase in our net operating loss to $127,000. The biggest thing to look at in the July and August comparison was strong expense management by the staff. They kept expenses flat for both of those periods that resulted in strong financial performance.

V. CONSENT AGENDA

Mr. Griffitts read the consent agenda into the record:

A. Approval of Consulting Services Agreement – Lisa Armbruster
B. Approval of Amended Agreement with Bay County
C. Approval of Revised Personnel Policy

Ms. Pease Moved; Seconded by Mr. DiBenedictis to approve

Motion passed unanimously.

VI. ACTION ITEMS

NONE

VII. CHAIRMAN'S REPORT

NONE

VIII. PRESIDENT'S REPORT

Mr. Griffitts updated the Board on the post-storm condition of the beach as well as the progress of beach services. He stated that they have done an amazing job and thanked the County Manager and Deputy County Manager as well as Commissioner Pease for their part. He introduced Tracy Scott from the Tax Collectors office who will be managing the collection of the bed tax. Ms. Scott stated: Mr. Perdue would've liked to be here, but with the storm and our office closures, it's going to be crazy, so he apologizes for not being present. Other than that, we're just looking to move from GovOS into the new system with a tentative date of go live being January for December collections. So, we have a lot of work ahead of us for that. We brought on a staff of three, so we have somebody that handles the intake and we have a team member who will be doing the compliance and enforcement, and we have somebody who will be doing some auditing exemptions in the hotels and stuff like that. So hopefully we'll send a little newsletter out introducing those folks to you guys.

Mr. Griffitts then discussed the board's approval for post storm task orders with Sustainable Beaches: Last but not least, Lisa, while she is here doing her surveying, she has asked us to talk about four task orders that she feels are necessary. She said, "In the event we experience some significant erosion, ask the board to request or recommend that we verbally pass the below task with authority granted to myself and Kimberly to give the go ahead on the task orders associated and recommend by Lisa going straight to the county. They are already under the development of this. This has been done in the past. We will decide after our beach assessments and working with other agents what the next project will be." So, with that being said, I think there's a list in front of you. It identifies the post-hurricane task list.
It's a PCB post-storm surveying from CPE for a task order not to exceed 135,000.
There's a Mexico Beach post storm survey from MRD, a task order not to exceed 35,000. A PCB post storm report from CPE not to exceed 55,000. A Mexico Beach post storm report from MRD not to exceed 40,000.
Mr. Griffitts asked for a motion to approve all task orders.

Mr. DiBenedictis Moved; Seconded by Ms. Pease to approve

Motion passed unanimously.

IX. ADJOURNMENT

Chairman Johns Adjourned the meeting

Respectfully submitted,
Sharon Cook, Recording Secretary