

MOTIONS PASSED AT THE COMBINED BOARD MEETING, TUESDAY April 14, 2026

Approve March 10th & 24th, 2026, Minutes

Mr. Jarman Moved; Seconded by Mr. Register to approve

Action Item A

Mr. DiBenedictis Moved; Seconded by Mr. Jarman to approve

Action Item B

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

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

Tuesday, April 14, 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:

Jason Branks

Jeff DiBenedictis (Treasurer)

Will Fleming

Mike Jarman

Reggie Johns (Chairman)

Andy Phillips

Clair Pease

Ethan Register (Vice-Chair)

Josh Wakstein

Nine Members Present at the time of Roll Call.

- A. Invocation- Dr. Steve Taylor Emerald Coast Fellowship
- B. Pledge of Allegiance-Chairman Johns
- C. Approve March 10th & 24th, 2026, Minutes

Mr. Jarman Moved; Seconded by Mr. Register to approve

Motion passed unanimously.

III. REQUESTS TO ADDRESS THE BOARD ON AGENDA ITEMS (3 Minutes)

NONE

IV. ACTION ITEMS

- A. Approve Updated Financial Management & Procurement Policy

Mr. Griffiths stated: At the board's direction, CVB staff and the CVB attorney have been undertaking a full review of all CVB administrative policies. And then to that end, the CVB attorney, along with myself, have drafted a new procurement policy governing all CVB purchases. This new policy is intended to take a comprehensive approach to the work of the CVB and its unique role as a destination marketing organization, which operates with a commitment to transparency and accountability. The revised policy offers clear rules regarding the spending authorities of departments, the President and CEO and the board. It dictates the methods and formalities of procurement. It requires clear record keeping and memorialized procurement processes to ensure that the CVB can operate efficiently while also being accountable. And staff would recommend your approval, sir.

Mr. DiBenedictis Moved; Seconded by Mr. Jarman to approve

Motion passed unanimously.

B. Approve Completion of Aaron Bessant Park Perimeter Fence

Mr. Griffiths stated: Previously, this board approved a fence be added Aaron Bessant Park to complement the pavilion facility. This is just the completion of that fence. It keeps it at six foot of height and secures the perimeter of the park. This is in conjunction with the City of Panama City Beach who will be funding this, and it'll be a reimbursement from the CVB. We ask for your approval.

**Ms. Pease Moved; Seconded by Mr. Register to approve
Motion passed unanimously.**

V. **SECRETARY/TREASURER'S REPORT**

Mr. Dibenedictis stated: All the fiscal year end 2025 financial records have been reconciled and reviewed by the clerk's office. However, fiscal year 2026 is still in process. The organization remains in compliance with the state and local financial reporting requirements. And then just to give everybody an update on the audit, the forensic audit, it's still pending and we don't have the results yet.

Total cash investments were at \$4,074,491.40. Total revenue was \$2,584,807.78. Total expenditures were \$1,296,759.45, giving us a net surplus position at the end of February of \$5,362, 539.73.

Additionally, in the financial packet, we have provided the P&L statement for everybody's review for February, as well as the check registry. This is just step one of the transparency that we committed to bring to the public and to the board. As we progress with the financial reporting, we will fine tune how we provide that information and it'll be as transparent as we possibly can. That's my report, Chairman. Thank you. Questions? Any questions? We're going to keep fine tuning it. This was the first run at getting the financials out there. There're still some things in February that the clerk's office is still working on. We're probably 95% of the way through it, and the clerk is finishing that up. And as we progress, it'll get more granular and more stable.

VI. **CHAIRMAN'S REPORT**

Chairman Johns stated: The only thing I would have is that the last two weeks have just been amazing. And I want to recognize the event staff, Patrick, Paola, Sage and Harley, who have done an amazing job. I've been to a lot of air shows but never been to one like that one. So, you guys did an amazing job. And I know you all worked a lot of hours putting it together and everyone else who's helped support you. Just want to make sure we recognize that because it was amazing. We can thank the good Lord for good weather too, so we'll take that as well.

VII. **PRESIDENT'S REPORT**

Mr. Griffiths stated: It has been a busy month, and I'd like to thank the board for their support over the last month and the staff. The staff is an amazing group, very professional, and have helped me out along the way. Once again, as you said, Patrick and his little team of four, Paola, Harley, and Sage, that's a lot of undertaking what four people did over the last really three weeks with the setup. Very, very impressive crew. And so, I give them a lot of credit for that. We are going to be scheduling one-on-ones with each of you over the next couple of weeks to discuss some issues that are coming up over the next few months for this board.

Right now, with council, we are reviewing every contract, setting up meetings with everyone we do business with vendor sponsors, that sort of thing. To make the introduction and clarify any issues that we have going forward so that we have those conversations out of the way in advance. Ongoing conversations with our clerk's office, as you can tell, they're here. They're out in our office at least twice a week. Very good working relationship. I can tell y'all that we're making huge strides in fixing some of these things in the future. What you see now is the treasurer reported will be a little different. Those

reports will be tweaked and fine-tuned, and we'll have a financial packet that we have full and faithful confidence in. Bed tax collections, we're up for the month of February, which is a great strong start for the spring. I think these past couple of weeks have shown that we're off to a good start, and with that, we're going to keep going.

I want to thank the sheriff and the chief for all their support, all the agencies they brought in, state and multi-use agencies from around the county for the protection over the last few weeks in those high impact areas.

Yesterday, the Sheriff and Chief both told me that they feel like they can raise a victory flag. I think that's a great testament to the partnership we have with those organizations and our board. And with that, that's my report, sir.

VIII. AUDIENCE PARTICIPATION (3 Minutes)

NONE

IX. ADJOURNMENT

Chairman Johns Adjourned the meeting

Respectfully submitted,
Sharon Cook, Recording Secretary