



**Ocracoke Tourism Development Authority (OTTDA)
Board Meeting Minutes**

June 5, 2020, 9:00 am

Location: Board Members: Ocracoke Community Center
Public/Guest: Zoom/Facebook Live Stream (Bluejeans)

Attendees (Board): Daphne Bennink, Martha Garrish, Greg Honeycutt (via Facebook Live Stream (Bluejean), Amy Howard, Lisa Landrum

Attendees (Non-Board): Helena Stevens (Executive Director), Dana Long (Admin. Assistant), Jeff Dippold (Bookkeeper), Kris Noble (Hyde County Manager), Corrinne Gibbs (Hyde County Finance Officer), Tom Pahl (Hyde County Commissioner), several others (public)

Handouts:

- Agenda dated June 5, 2020
- OTTDA Attendance Sheet
- Audio Recording of Meeting
- OTTDA FY 2020/2021 Income and Expense Budget (as of 05/22/2020)
- OTTDA Meeting Minutes dated May 22, 2020
- OTTDA Financials
- E-mail dated June 2, 2020 regarding Element Advertising
- E-mail and attachment dated June 4, 2020 regarding Office Equipment
- FY2020-2021 OTTDA Budget 5-22-2020

I. Call to Order

Amy Howard calls the meeting to order at 9:08 a.m. on June 5, 2020.

II. Vote on OTTDA Meeting Minutes, May 22, 2020

Martha motions to approve the meeting minutes. Greg seconds the motion. No discussion, no one opposes, motion passed.

III. Public Input on budget for fiscal year 2020/2021

- Amy states there were no e-mails received regarding the budget (from the public).
- No questions/comments or responses from Facebook Live Stream (Bluejeans).

IV. Discussion

- Jeff has forwarded to Kris, Corrinne, Amy and Helena, a proposal on how to coordinate the OTTDA financial activities with and between the OTTDA and the County. The first step would be for the county to fund the bank account for a portion of Executive Director salary/benefits. Jeff recommends 1st Quarter payment (payroll, medical benefits, taxes, etc) to be set up in the checking account with quarterly funding thereafter. Jeff will prepare all payroll related activity and related tax filings and will report monthly to Corrinne with a payroll summary, summary of activity impacting the checking account and a checking account reconciliation. In turn, as available, Corrine will provide Jeff the County's financial reports for the month associated with the OTTDA. Any non-payroll related expense requested for reimbursement will be processed by the County. If received by Tuesday, the check will be prepared and issued by the end of day Friday of that same week.
- Jeff indicated to Corrinne that on July 1st, Blue Cross Blue Shield will be drawing the month's health insurance payment from the OTTDA checking account. Therefore, over the next week, he would like to coordinate getting the initial funding for the checking account. Corrinne agreed that an e-mail would be sufficient for this request.
- Jeff (talking to Corrinne) also said that the OCBA will probably be giving \$80,000-\$85,000 back to the county prior to the end of June for unspent funding received for the fiscal year 2019/2020. This transfer will be done either via a wire transfer or a direct deposit into the County's checking account with First National Bank.

V. Vote on Budget

- Daphne motions to accept the FY2020/2021 budget, Martha seconds motion. No discussion, all in favor, no one opposes, motion passes for budget.

VI. New Business

- Office Supplies (e-mail dated June 4, 2020): Previous equipment was lost in the flood (under \$1,000). Brochure racks and two (2) chairs belongs to the TDA. Daphne makes motion to approve office expenses (\$2,061.52), Martha seconds motion, no discussion, no one opposes, motion passed. Jeff recommends that this is paid for in June 2020. Helena to order supplies/furniture. Daphne expresses need for a corded phone (in event of power outage). Need a table, this conference table would provide a 6-foot workspace and a place for meetings. May be able to share with OCBA personnel.
- CenturyLink (internet at office space): taking longer than normal because OTTDA is a government entity. Dana and Helena to work on this.
- Element Advertising: \$65,000 left in budget for advertising. Need to hire someone to set up social media.
- RFP: Helena to work on this.
- Advertising Sub-Committee
 - o Advertising Committee will be Daphne, Amy, and Helena.

- Daphne asks: Can we accomplish this quickly? Funds on Hand? What are our options? Amy feels this is important now and needs to be accomplished quickly. Helena adds that goals need to be established. Amy suggests having the sub-committee address this.
- Will meet Tuesday, June 9, 2020 at 9:00 am.
- Employment Contract: Greg will work with Helena on this.
- Sundae Horn asks: \$65,000 funds available but not allocated to one specific thing.
 -
 - a. Schedule Next Meeting**
 - June 16, 2020, 9:00 am, Ocracoke Community Center for Board Members, Facebook Live Stream (Bluejeans) for public.

VII. Adjourn

- 09:53 am Daphne makes motion to adjourn, Martha seconds motion. No discussion, no one opposes, all in favor, motion passes.

/dll