CITY OF KINGSLAND, GEORGIA
KINGSLAND AREA CONVENTION & VISITORS BUREAU AUTHORITY
AGENDA ● JUNE 10, 2026
MINUTES

Regular Meeting	**Kingsland Welcome Center** PB Box 250, Kingsland, GA 31548	**8:00 AM**

I. CALL TO ORDER & WELCOME
The meeting was called to order at 8:00 AM by Chairperson Yadav. Staff members present were Tonya Harvey, Sarah Beard and Jessica Herrin.

II. AGENDA AMENDMENTS & AGENDA APPROVAL
Harvey requested an agenda amendment adding under **New Business | C. Ember's Agency Contract**. A motion was made to approve the agenda with the amendment by Dixon; seconded by Whitfield. Motion carried unanimously.

III. APPROVAL OF MINUTES FROM APRIL 2026
Minutes from the April 2026 meeting were presented. Motion to approve the minutes as presented was made by Dixon; seconded by Whitfield. Motion carried unanimously.

IV. FINANCIAL SUMMARY REPORT
Harvey reviewed the FY 25/26 Financial Summary through April 2026 with the board. She noted that we are 58% through the budget year. No further action was required at this time.

V. OLD BUSINESS
None

VI. NEW BUSINESS
A. Mid-Year Budget Revisions

1. Cash Carry Forward

A discussion was held that we had $40,689.81 in Cash Carry Forward from FY2025, which has been added to the Cash Carry Forward Income line item. A motion was made by Dixon to approve the Cash Carry Forward to line item 275-00-0000-391300; seconded by Whitfield. Motion carried unanimously.

2. Retirement Account Adjustments

It was noted that Finance had identified a minor miscalculation in projected retirement contributions and an adjustment is needed: Increase 275-75-7540-512400 by $611.00

and 275-76-7545-512400 by $773.00. A motion was made by Shores to approve the increase in the Retirement line items for the amounts above; seconded by Dixon. Motion carried unanimously.

3. Postage Budget Increase

Harvey discussed with the board that the request for Visitor Guides had increased by 240% in recent months. With the KCVB getting ready to launch major marketing campaigns, demand is expected to rise. Harvey is requesting to increase the Postage line item 275-76-7545-523220 $7,000 for a total of $12,000. A motion was made by Whitfield to increase the Postage line item $7,000; seconded by Dixon. Motion carried unanimously.

4. Capital Purchase Adjustment (Vehicle)

Due to recent vehicle adjustments, the city has requested that we accelerate the planned FY2027 vehicle purchase to meet an immediate need for a 4WD SUV. In exchange, the city will waive the annual administrative fee for this fiscal year. Harvey recommended a $75,000 increase in Capital Vehicle Purchase and a decrease in Admin Fee by $12,000. The board discussed the options of vehicles and the amounts needed to purchase. Shores made a motion to increase Capital Vehicle Purchase $90,000 and decrease the Admin Fee $12,000; seconded by Whitfield. Motion carried unanimously.

5. Small Equipment Budget Increase

Harvey explained to the board that our ice maker failed twice within the last 12 months, and a commercial unit has been purchased to prevent disruptions during Welcome Center operations and events. She recommends a $2,000 increase to ensure funds are available for any additional unexpected equipment needs. Shores made a motion to accept the $2,000 increase bringing that line item 275-76-7545-531600 up to $3,500; seconded by Dixon. Motion carried unanimously.

B. Governor's Conference - Travel Policy Waver Request

In September, the State Tourism Office will hold their annual Georgia Governor's Conference on Tourism. This year the conference will be held on Jekyll Island. Due to the city's travel policy dictating that overnight stays must be further than 50 miles and this conference is only 40 miles, Harvey requested a Travel Policy Waiver request be signed. A motion was made by Whitfield to approve the requested overnight stays on Jekyll Island for this conference; seconded by Shores. Motion carried unanimously.

C. Ember's Agency Contract

Harvey reported that she has just received the initial contract from Ember's Agency and would request that the board approve Ember's as our Agency of Record for the next 3 years. Shores discussed making sure in the contract that all content belongs to the Kingsland Convention & Visitors Bureau and that we can cancel at any time. A motion was made by Dixon to approve the Ember's Agency as the KCVB's Agency of Record for the next 3 years with all content belonging to the KCVB and allowing us to cancel at any time; seconded by Whitfield. Motion carried unanimously.

VII. MISCELLANEOUS DISCUSSION AND/OR ANNOUNCEMENTS

Harvey reviewed the Board Report from March - April 2026; Next, Harvey reviewed the 5-year graph comparisons of the Hotel/Motel Tax statistics and Ember's Agency Contract Reports. No further action was required at this time.

A. Next Regularly Scheduled Meeting | August 12th at 8 AM

The next KCVB meeting will be held on Wednesday, August 12, 2026, at 8:00 AM.

VIII. ADJOURNED

A motion was made by Whitfield to adjourn at 9:17 AM; seconded by Shores. Motion carried unanimously.