CITY OF KINGSLAND, GEORGIA

KINGSLAND AREA CONVENTION & VISITORS BUREAU AUTHORITY

MINUTES ● MARCH 4, 2021

Regular Meeting	Kingsland Welcome Center	4:00 PM
	PO Box 250, Kingsland, GA 31548	

I. CALL TO ORDER

C.B. Yadav	Chairman	
Kathy Dixon	Treasurer/Secretary	
Justin Whitfield	Board Member	(Absent)
Alison Shores	Board Member	(Absent)
Darshana Patel	Board Member	(Remote)

Chairman Yadav welcomed newly appointed board member Mrs. Darshana Patel.

II. AGENDA AMENDMENTS & AGENDA APPROVAL

1. Agenda Amendments Motion -

Chairman Yadav requested removal of agenda item 6(a). Motion to approve agenda, removing item 6(a) was made by Dixon; seconded by Patel. Motion carried unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
AYES:	Yadav, Dixon, Patel
ABSENT:	Whitfield, Shores

III. APPROVAL OF MINUTES FROM AUGUST 2020

1. Approval of Meeting Minutes Motion -

Minutes from the August 6, 2020 meeting were presented. Motion to approve the minutes was made by Patel; seconded by Dixon. Motion carried unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
AYES:	Yadav, Dixon, Patel
ABSENT:	Whitfield, Shores

IV. FINANCIAL SUMMARY REPORT

1. Financial Summary Report Motion -

Harvey reviewed the YTD Financial Summary report with the Authority Board noting that we are currently 33% through the fiscal year. Motion to approve the Financial Summary Report was made by Dixon; seconded by Patel. Motion carried unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
AYES:	Yadav, Dixon, Patel
ABSENT:	Whitfield, Shores

V. OLD BUSINESS

A. Update: City of Kingsland Contract Agreement for Tourism Services

1. City of Kingsland Contract Agreement for Tourism Services Motion -

The updated agreement was presented as provided by Boyd & Jenerette, P.A. This agreement was sent to board members in advance for review. Updates to the contract include, language clarification updated with the current Georgia Lodging (HMT) Tax Law, administrative support clarification, and agreement automatic renewal (this is more in line with most City agreements). Motion to approve the Agreement for Tourism Services made by Patel; seconded by Dixon. Motion carried unanimously. Agreement will be signed and sent to the Kingsland City Council for consideration.

RESULT:	**APPROVED [UNANIMOUS]**
AYES:	Yadav, Dixon, Patel
ABSENT:	Whitfield, Shores

VI. NEW BUSINESS

A. Bylaws Amendment

1. By-Laws Amendment Motion -

Proposed By-Laws were provided to the board prior to the meeting. Harvey updated the KCVB Authority By-Laws (last updated 2018) to clarify language to allow for email communication as an option. Additionally, a Tourism Product Development Advisory Council was included as a Standing Committee of the KCVB. A motion was made by Dixon to approve the amended by-laws; seconded by Patel. Motion carried unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
AYES:	Yadav, Dixon, Patel
ABSENT:	Whitfield, Shores

B. Chairman Appointment of the Tourism Advisory Council Chairperson

1. Chairman Appointment of the Tourism Advisory Council Chairperson Motion -

Chairman Yadav recommended the appointment of Terry Landreth as Chairman of the Tourism Advisory Council and ex-officio member of the KCVB Board of Directors. Motion for approval by Dixon; seconded by Patel. Motion carried unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
AYES:	Yadav, Dixon, Patel
ABSENT:	Whitfield, Shores

C. PPP Loan Application

1. PPP Loan Application Motion -

Harvey reviewed the PPP Loan information with the board. Harvey applied and secured a Federal Employee Identification Number for the KCVB Authority (provided to all board members), which is a requirement of the PPP Loan. A draft loan application was provided to the board for review. Harvey still needs to confirm the payroll costs with Finance. Harvey requested that the board allow the Chairman and Executive Director to apply for the PPP Loan as legally allowed. All final documents will be sent to the board. A motion was made by Patel to allow the Chairman and Executive Director to finalize and execute the loan; seconded by Dixon. Motion carried unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
AYES:	Yadav, Dixon, Patel
ABSENT:	Whitfield, Shores

VII. MISCELLANEOUS DISCUSSION AND/OR ANNOUNCEMENTS

A. Meeting Notices

Harvey reviewed the updated practice on board meeting notices. No action needed; provided as information only.

B. GACVB Conference

Harvey discussed the upcoming GACVB Conference coming up in May 2021. The board is encouraged to attend. Harvey will provide more details to the board via email.

C. Next scheduled meeting April 1, 2021 at 4 PM

VIII. ADJOURN

1. Adjournment Motion -

The meeting was adjourned at 4:33 PM. Motion to adjourn was made by Dixon; seconded by Patel. Motion carried unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
AYES:	Yadav, Dixon, Patel
ABSENT:	Whitfield, Shores