CITY OF KINGSLAND, GEORGIA

KINGSLAND AREA CONVENTION & VISITORS BUREAU AUTHORITY

MINUTES ● APRIL 1, 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
Alison Shores	Board Member
Darshana Patel	Board Member

II. AGENDA AMENDMENTS & AGENDA APPROVAL

Chairman Yadav requested to amend the agenda to add:
*6b. FY21 Mid-Year Revisions
*8. Executive Session for Personnel

1. Motion to approve agenda amendments by Shores; seconded by Whitfield. Motion carried unanimously. -

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

III. APPROVAL OF MINUTES FROM MARCH 2021

Minutes from the March 4, 2021 meeting were presented.

1. Motion to approve the minutes by Dixon; seconded by Shores. Motion carried unanimously. -

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

IV. FINANCIAL SUMMARY REPORT

Harvey reviewed the YTD Financial Summary report with the Authority Board noting that we are currently 41% through the fiscal year.

V. OLD BUSINESS

A. City of Kingsland Contract Agreement for Tourism Services

The agreement has been approved by City Council and an executed copy has been provided in the meeting packets.

B. PPP Loan Application

With the President signing the extension, Ameris Bank has re-opened the portal to apply for the PPP Loans. Harvey will get with Filiz Morrow and complete the application next week.

VI. NEW BUSINESS

A. Election of Chairman, Vice Chair and Secretary-Treasurer

Nominations were open from the floor. 2021 Slate of Officers was presented to the board as follows: CB Yadav, Chairman, Kathy Dixon - Vice Chair and Alison Shores - Secretary.

1. Motion was made to accept the slate as stated by Whitfield; seconded by Patel. Motion carried unanimously. -

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

B. FY21 Mid-Year Budget Revisions

Harvey presented to the board the FY21 Mid-Year Revisions. Harvey reviewed minor changes in the revision request.

1. Motion was made by Shores to approve the FY21 Mid-Year Budget Revisions; seconded by Whitfield. Motion carried unanimously. -

RESULT:	**APPROVED [4 TO 0]**
AYES:	Yadav, Dixon, Whitfield, Patel
RECUSED:	Shores

VII. MISCELLANEOUS DISCUSSION AND/OR ANNOUNCEMENTS

A. Next scheduled meeting June 3, 2021

VIII. EXECUTIVE SESSION FOR PERSONNEL

Upon resuming the regular meeting, Shores made a motion.

1. At 4:15 PM a motion was made to move into Executive Session by Shores; seconded by Dixon. -

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

2. At 4:21 PM a motion was made to end the Executive Session by Shores; seconded by Whitfield. -

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

3. Shores made a motion to authorize the KCVB Authority Executive Committee to adjust the Executive Director's salary to compensate at the approved FY21 Budget amount; seconded by Dixon. Motion carried unanimously. -

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

4. Shores made a motion to authorize the KCVB Executive Board to contract with an independent qualified consultant to provide a salary study for all CVB positions. Budgeted authorized up to $1,500 for study. Amend budget to include $1,500 in Professional Services in FY21. Mid-Year budget revisions. Motion was seconded by Whitfield. Motion carried unanimously. -

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

IX. ADJOURN

The meeting was adjourned at 4:24 PM.

1. Motion to adjourn was made by Shores; seconded by Whitfield. Motion carried unanimously. -

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