CITY OF KINGSLAND, GEORGIA

KINGSLAND AREA CONVENTION & VISITORS BUREAU AUTHORITY

MINUTES ● DECEMBER 8, 2021

Regular Meeting	**Kingsland Welcome Center**	**8:30 AM**
	PO Box 250, Kingsland, GA 31548	

I. CALL TO ORDER & WELCOME

The meeting was called to order at 8:30 AM by Chairman Yadav. Staff members present were Tonya Harvey, Janelle Kjensmo and Sarah Beard.

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

II. AGENDA AMENDMENTS & AGENDA APPROVAL

No agenda amendments.

1. Motion to Approve Agenda -

A motion was made to approve the agenda by Dixon; seconded by Shores. Motion carried unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kathy Dixon, Vice Chairperson
SECONDER:	Alison Shores, Treasurer/Secretary
AYES:	Yadav, Dixon, Shores, Whitfield
ABSENT:	Patel

III. APPROVAL OF MINUTES FROM AUGUST 2021

1. Motion to Approve Minutes -

Minutes from the August 5, 2021 meeting were presented. Motion to approve the minutes was made by Dixon; seconded by Shores. Motion carried unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kathy Dixon, Vice Chairperson
SECONDER:	Alison Shores, Treasurer/Secretary
AYES:	Yadav, Dixon, Shores, Whitfield
ABSENT:	Patel

IV. FINANCIAL SUMMARY REPORT

Harvey reviewed the FY20/21 Financial Summary report with the Authority Board noting that we are currently 100% complete and closed out that budget. We are 17% into the 21/22 Budget.

1. Motion to Approve Financials -

A motion to approve the financials as presented was made by Dixon; seconded by Shores. Motion carried unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kathy Dixon, Vice Chairperson
SECONDER:	Alison Shores, Treasurer/Secretary
AYES:	Yadav, Dixon, Shores, Whitfield
ABSENT:	Patel

V. OLD BUSINESS

A. CCBOC Contract for Tourism Promotional Services

The county has still not approved the contract. Harvey has requested an update but has not received one. No action needed at this time.

B. Minority Business Development & Heritage Tourism Project

Harvey updated the Board that she will contact Cheryl Hargrove and will have an update on this project at the next Board meeting. No action needed at this time.

VI. NEW BUSINESS

A. End-of-Year (Holiday) Employee Bonus

Harvey requested the board consider a year-end/holiday bonus for KCVB employees.

1. Motion to Approve End-of-Year (Holiday) Employee Bonus -

Shores made a motion to approve a $350 bonus to all KCVB & Welcome Center staff; seconded by Dixon. Motion carried unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Alison Shores, Treasurer/Secretary
SECONDER:	Kathy Dixon, Vice Chairperson
AYES:	Yadav, Dixon, Shores, Whitfield
ABSENT:	Patel

B. 2022 Authority Meeting Schedule

Harvey provided options regarding the 2022 Authority Meeting Schedule for consideration.

1. Motion to designate the 2022 Authority Meeting Schedule -

A motion was made by Dixon to designate the 2nd Thursdays of every other month beginning in February 2022 as the new day to hold the meetings in the morning hours; seconded by Whitfield. Motion carried unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Kathy Dixon, Vice Chairperson
SECONDER:	Justin Whitfield, Board Member
AYES:	Yadav, Dixon, Shores, Whitfield
ABSENT:	Patel

VII. MISCELLANEOUS DISCUSSION AND/OR ANNOUNCEMENTS

A. Next scheduled meeting February 10, 2022

B. Star Report

Harvey & Kjensmo reviewed the Star Reports with the Board. Chairman Yadav asked if there was a report that would show if there are any hotels being built. Kjensmo will look into this. No action needed at this time.

VIII. ADJOURN

1. Motion to Adjourn -

The meeting was adjourned at 8:53 AM. Motion to adjourn was made by Shores; seconded by Dixon. Motion carried unanimously.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Alison Shores, Treasurer/Secretary
SECONDER:	Kathy Dixon, Vice Chairperson
AYES:	Yadav, Dixon, Shores, Whitfield
ABSENT:	Patel