



CITY OF KINGSLAND, GEORGIA
KINGSLAND AREA CONVENTION & VISITORS BUREAU AUTHORITY

MINUTES • OCTOBER 11, 2023

Regular Meeting

Kingsland Welcome Center

8:00 AM

PO Box 250, Kingsland, GA 31548

I. CALL TO ORDER & WELCOME

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

II. AGENDA AMENDMENTS & AGENDA APPROVAL

Harvey requested to add a section under New Business:

A. Service Agreement for Professional Services between DDA & CVB

1. Motion to Approve Agenda -

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

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

III. APPROVAL OF MINUTES FROM AUGUST 2023

Minutes from the August 9, 2023 meeting were presented.

1. Motion to Approve Minutes -

Motion to approve the minutes was made by Patel; seconded by Dixon. Motion carried unanimously.

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

IV. FINANCIAL SUMMARY REPORT

Harvey reviewed the ending FY22/23 Financial Summary with the Authority Board. Chairman Yadav requested that we look into increasing the Hotel Motel Tax (HMT) percentage for the City of Kingsland, which currently sits at 6%. Yadav will review HMT percentages in our area and report back his findings to Harvey. No further action required at this time.

V. OLD BUSINESS

A. Budget FY 2023/2024

Harvey updated the board that the new budget was approved for FY23/24. Harvey stated she will provide the FY23/24 budget once she receives it from Finance. No further action required at this time.

VI. NEW BUSINESS

A. Service Agreement for Professional Services between DDA & CVB

Harvey updated the board that the CVB had been providing services to help with DDA build a website. Upon reviewing Finance policy, it was determined that an MOU or contract needed to be drawn between the two Authorities. Harvey is requesting the DDA reimburse the CVB the staff hours it took to build this website and billed at the hourly rate. Harvey will draft the MOU/Contract and have the City attorney review the document on the DDA's behalf and then will get Chairman Yadav's signature on the document once it has been finalized.

1. Motion for Professional Services between DDA & CVB -

A motion was made to allow Harvey permission to create this MOU/Contract for professional services by Dixon; seconded by Patel. Motion carried unanimously.

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

VII. MISCELLANEOUS DISCUSSION AND/OR ANNOUNCEMENTS

A. Next regularly scheduled meeting December 13, 2023 at 8 AM

The next KCVB meeting will be held on Wednesday, December 13, 2023 at 8:00 AM. No further action required at this time.

VIII. ADJOURN

1. Motion to Adjourn -

A motion was made by Dixon to adjourn at 9:01 AM; seconded by Patel. Motion carried unanimously.

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