



**South Fulton Convention & Visitors Bureau**

Monday, January 27, 2020 – 1:00PM  
South Fulton City Hall Conference Room 169

**AGENDA**

- I. Call to Order
- II. Introductions
- III. Approval of Minutes
  - a. November 11, 2019
  - b. December 15, 2019
- IV. Financial Report
- V. Old Business
  - a. Branding and Imaging
    - i. Presentation and Information
  - b. Finance Policies and Procedures
- VI. New Business
- VII. Other Business
- VIII. Next Meeting Date: Needs to be discussed by Board - February 17, 2020
- IX. Adjournment



## **South Fulton Convention & Visitors Bureau**

Monday, January 27, 2019 – 1:00PM  
South Fulton City Hall Conference Room 169

### **January 2020 Minutes**

Attendees:

#### **Board Members**

Salondia Popson  
Sam Kennedy  
Carole Sykes  
Michael Hickman  
Richard Thweatt  
Ronald St. James  
Dyan Matthews  
Quinton Evans

#### **Staff**

Christopher Pike; CVB Executive Director  
Chantel Francois – Tourism Manger

#### **Resident**

Min. Lynell Fenner

#### **I. Call to Order**

Meeting was called to order at 1:12pm by President Dyan Matthews

#### **II. Introductions**

Christopher Pike introduced Chantel Francois – Tourism Manager to the Board

#### **III. Approval of Minutes**

##### **a. November 11, 2019**

Christopher Pike corrected spelling of Tony Phillips name.

A Motion was made to approve November Minutes

Motion ( Approve): Dyan Matthews  
Second : Mr. Richard Thweatt

b. December 15, 2019

The motion was approved unanimously.

A Motion was made to approve December Minutes

Motion ( Approve): Dyan Matthews  
Second : Salondia Popson

The motion was approved unanimously.

#### IV. Financial Report

Financial Report was presented to the CVB by Executive Director

A Motion was made to approve Financial Report

Motion ( Approve): Dyan Matthews  
Second : Salondia. Popson

The motion was approved unanimously.

#### V. Old Business

**a. Branding and Imaging**

- Metrics Marketing unable to attend due to illness. Meeting presentation will be rescheduled for later this week with Mr. Pike and Ms. Francois.

**b. Finance Policies and Procedures**

- Board Members were given another opportunity to review document previously provided by Christopher Pike.

A Motion was made to approve Finance Policies and Procedures for the CVB.

Motion (Approve): Carole Sykes

Second : Sam Kennedy

The motion was approved unanimously.

VI. New Business

**a. Accounting Services**

Scope of work presented by Christopher Pike for the hire of CPA for Accounting Services of the CVB

Recommendation for hire was made to consider CPA of the South Fulton Chamber

Scope of work for attorney to assist CVB was not available for review. Executive Director will provide at next meeting.

VII. Other Business

Discussions on 2 new Mainstreet offices and Welcome Center, Police HQ, New and Future Developments

VIII. Next Meeting Date: discussed by Board.

The normal regular meeting date is February 17 ,2020 –This date is a holiday.

Next meeting date was set for February 11, 2020

IX. Adjournment

Motion to adjourn meeting at 1:58 pm

Motion (Approve): Board President Dyan Matthews  
Second: Board Member Salondia Popson

The motion was approved unanimously.