



South Fulton Convention & Visitors Bureau

Monday, December 16, 2019 – 1:00PM
South Fulton City Hall Conference Room 169

AGENDA

- I. Call to Order

- II. Approval of Minutes
 - a. November 11, 2019

- III. Old Business
 - a. Branding and Imaging
 - i. Recommendation from Branding & Imaging Committee on selection of firm to provide services to the CVB.

- IV. New Business
 - a. Finance Policies and Procedures

- V. Other Business

- VI. Next Meeting Date: Needs to be discussed by Board.
The normal regular meeting date is January 20, 2020 –This date is a holiday.

- VII. Adjournment



South Fulton Convention & Visitors Bureau

Monday, December 16, 2019 – 1:00PM
South Fulton City Hall Conference Room 169

December 2019 Minutes

Attendees:

Board Members

Sam Kennedy
Carole Sykes
Michael Hickman
Fredericka Jones
Richard Thweatt
Ronald St. James
Dyan Matthews

Staff

Christopher Pike; CVB Executive Director

I. Call to Order

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

II. Approval of Minutes

a. November 11, 2019

November Minutes were not available for meeting. November minutes will be presented at the January 2020 meeting.

III. Financial Report

Financial Report was presented to the CVB by Executive Director

IV. Old Business

a. Branding and Imaging

- Recommendation from Branding & Imaging Committee on selection of firm to provide services to the CVB.

Presentation was made by the Branding and Imaging Committee. Branding and Imaging Committee recommend the REP response from Metrics Marketing in the amount of \$29,500.

A motion was made to select Metrics Marketing to provide Logo, Branding and Design work for the CVB in the amount of \$29,500.

Motion (Approve): Board Member Carole Sykes
Second: Board Member Sam Kennedy

The motion was approved unanimously.

V. New Business
a. Finance Policies and Procedures

Executive Director made a proposal for a written Finance Policy and Procedures to govern the financial affairs of the CVB. Policy was provided to Board members with recommendation and feedback to be provided by members at the January 2020 meeting.

VI. Other Business

- Accounting & Legal Services

Executive Director advised the CVB of the need to hire the services of a Accountant/CPA to help with the financial management of the CVB. The Executive Director recommended the development of a scope of services to be considered by the Board at the January 2020 Meeting.

A recommendation was also provided by President Matthews to provide a similar scope of work for an attorney to assist the CVB on an as needed basis.

A motion was made to approve move forward with the development of a scope of work for accounting and legal services.

Motion (Approve): Board Member Carole Sykes

Second: Board Member Sam Kennedy

The motion was approved unanimously.

- VII. Next Meeting Date: Needs to be discussed by Board.
The normal regular meeting date is January 20, 2020 –This date is a holiday.

Next meeting date was set for January 27, 2020

- VIII. Adjournment

Motion to adjourn meeting at 2:09 pm

Motion (Approve): Board Member Carole Sykes
Second: Board Member Fredericka Jones

The motion was approved unanimously.