



South Fulton Convention & Visitors Bureau

Friday; September 27, 2019 – 1:00PM

South Fulton City Hall Conference Room 169

AGENDA

- I. Call to Order

- II. Presentation
 - a. Purpose and role of the Convention and Visitors Bureau

- III. Review and Adoption of Bylaws

- IV. Election of Officers

- V. Organizational Information

- VI. Budget Discussion

- VII. Future Meeting Dates

- VIII. Adjournment



South Fulton Convention & Visitors Bureau

Friday; September 27, 2019 – 1:00PM
South Fulton City Hall Conference Room 169

Minutes

Attendees:

Board Members

Fredricka Jones
Quinton Evans
Richard Thweatt
Dyan Matthews
Michael Hickman
Sam Kennedy
Carole Sykes

Staff

Christopher Pike
Ruth Prophete

Resident

Marshe Randle

- I. Call to Order
Meeting was called to order at 1:10pm by Christopher Pike, Executive Director
- II. Presentation
Christopher Pike, Economic Development Director went through the purpose and role of the South Fulton Convention and Visitors Bureau.
- III. Review and Adoption of Bylaws
Board members reviewed and discussed the bylaws.

A motion was made to adopt the bylaws of the South Fulton Convention and Visitors Bureau

Motion (Approve): Ms. Matthew
Second: Mr. Kennedy

The motion was approved unanimously.

IV. Election of Officers

Nominations were accepted for officers as outlined in the bylaws.

Nomination of President: Ms. Dyan Matthews was nominated for the position of President.

Ms. Sykes motioned to close the nomination for President; Mr. Kennedy second the motion.

The motion was approved unanimously.

Nomination of Vice-President: Mr. Tony Phillips was nominated by Sam Kennedy for the position of President.

Ms. Sykes motioned to close the nomination for President; Mr. Kennedy second the motion.

The motion was approved unanimously.

Nomination of Secretary: Ms. Fredricka Jones was nominated by Ms. Dyan Matthews for the position of President.

Ms. Matthews motioned to close the nomination for President; Mr. Kennedy second the motion.

The motion was approved unanimously.

Nomination of Treasure: Quinton Evans – volunteered for the position of Treasurer.

Motion to close nomination for Treasurer by Mr. Kennedy; second Ms. Sykes.

The motion was approved unanimously.

Slate of Officers

A motion was made to accept the slate of nominated officers

Motion (Approve): Mr. Kennedy

Second: Mr. Thweatt

The motion was approved unanimously.

*Newly appointed Board President – Dyan Matthews took over the chair of the meeting.

V. Organizational Information

Articles of Incorporation

Mr. Pike requested authorization from the board to file articles of incorporation.

A motion was made to authorize the Executive Director to file articles of incorporation for the South Fulton Convention and Visitors Bureau.

Motion (Approve): Mr. Kennedy

Second: Ms. Sykes

The motion was approved unanimously.

EIN Number

Mr. Pike requested authorization from the board to apply for a Employee Identification Number for the South Fulton Convention and Visitors Bureau.

A motion was made to authorize the Executive Director to apply for an EIN number for the South Fulton Convention and Visitors Bureau.

Motion (Approve): Mr. Kennedy

Second: Ms. Sykes

The motion was approved unanimously.

501C(6) application

Mr. Pike requested authorization from the board to complete and file the CVB's 501c(6) application to the IRS.

A motion was made to authorize the Executive Director to complete and file the 501C (6) application for the South Fulton Convention and Visitors Bureau.

Motion (Approve): Mr. Kennedy
Second: Ms. Sykes

The motion was approved unanimously.

VI. Budget Discussion

2019 Budget Presentation

2019 Budget was presented by the Executive Director. Budget was sent to the Board via email previous to the meeting.

Motion was made to approve the 2019 Budget.

Motion (Approve): Ms. Dyan Matthews
Second: Mr. Kennedy

The motion was approved unanimously.

Bank Account

Board discussed establishing a bank account for the CVB. After discussion the board decided to establish a bank account with BB&T.

Motion to approve the establishment a bank account at BB&T.

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

The motion was approved unanimously.

VII. Future Meeting Dates

Discussion was had about future meeting dates. After discussion it was determined that the 3rd Monday of each month works best.

Motion to approve third Mondays of every month at 1:00 pm

Motion (Approve): Ms. Dyan Matthews

Second: Mr. Kennedy

The motion was approved unanimously.

VIII. Adjournment

Motion to adjourn meeting at 2:24 pm

Motion (Approve): Ms. Dyan Matthews

Second: Mr. Kennedy

The motion was approved unanimously.

Next meeting: October 21, 2019 at 1:00 pm, location City Hall.