

**CLAYTON COUNTY TOURISM AUTHORITY  
BOARD MEETING  
SATURDAY, NOVEMBER 14, 2020  
Meeting Held Virtually via Zoom**

**MINUTES**

**I. CALL TO ORDER:**

Chairman Damon T. Williams called the meeting to order at 11:47 a.m. Executive Director Patridge conducted the roll call.

**II. ROLL CALL:**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Damon T. Williams	Chairman	Present via Zoom	
Miyoshi Bourget	Board Member	Present via Zoom	
Lynda Browning	Board Member	Present via Zoom	
Tonya Clarke	Board Member	Present via Zoom	
Gabe Johnson	Board Member	Present via Zoom	
Bud Smith	Board Member	Absent	

Staff: Tamara Patridge, Executive Director; Julie Bustamante, Finance Manager

Board Attorney not present: No legal matters for board discussion

**III. ADOPTION OF AGENDA**

- Motion to approve, Gabe Johnson; second, Miyoshi Bourget. Unanimous approval.

**IV. REVIEW AND APPROVAL OF MINUTES**

- Minutes from October meeting read and approved. Motion to approve, Lynda Browning; second, Tonya Clarke. Unanimous approval of October minutes as presented.

**V. FINANCIAL REPORT\***

- Tamara Patridge presented overview of financials for the Tourism Authority and Convention & Visitors Bureau for September 2020. Motion to approve, Lynda Browning; second, Miyoshi Bourget. Unanimous approval of financial reports as presented.  
\*Hard copy of financial reports and supporting documentation provided to board members. Filed.

## **VI. OLD BUSINESS**

1. Tourism Authority General Assistance Grant Process Development Update
  - a. Executive Director Patridge will create for board review and approval a formal application process, a set of appropriate guidelines, an application form, and present a suggested timeline that will allow the process to meet established fiscal year end deadlines.

## **VII. NEW BUSINESS**

1. Visitors Center Update
  - a. Executive Director Patridge provided an update on Visitors Center activity and reported that visitors continue to embrace the enhanced safety protocols in place. She reported that visitors' cooperation with the process eased the minds of center staff by providing a work environment they feel is safe.
  - b. Director Patridge reported that both domestic and international visitors comprised the 75 out-of-state visitors in the month of October.
2. Annual Request for Tourism Authority Table Purchase, Chairman Jeffrey Turner's International Ball, November 7, 2020 - Tourism Authority board members should notify Julie Bustamante of plans to attend by October 21, 2020. Motion to approve the table purchase, Damon T. Williams; second, Tonya Clarke. Unanimous approval.

## **VIII. PUBLIC COMMENT** (Each speaker will be allowed a maximum of 3 minutes)

No members of public present; Administrative office received no requests for virtual access credentials.

## **IX. EXECUTIVE SESSION**

No matters for executive session.

## **GENERAL BOARD DISCUSSION:**

1. Chairman Williams made a recommendation to the board to appoint a Vice Chair. In light of the information delivered during the educational retreat, Chairman Williams expressed his desire to become more active in the community and felt that a Vice Chair could lend him the support he needed to become more engaged. Member Browning voiced support to place on February agenda for board discussion. Member Johnson added his support for the appointment of a Vice Chair. Member Clarke also added her support as did Member Bourget. Consensus among all board members that appointing a Vice Chair would be of benefit and that the item would be placed on the February 2020 agenda.
2. Board Member Bourget expressed her wish for the board to develop a vision for the future and to understand the history of the county. Ms. Bourget shared that Jean-Pierre Bourget has conducted research that encapsulates a historical perspective of the county

and proposed that he be allowed time to present this information to the Board. Member Clarke supported the idea of discussing history particularly in terms of the Road to Tara Museum as a product of the past, and as a part of the county's future, identifying what types of movies filmed in Clayton County would lend well to the county's story. Director Patridge will place Mr. Bourget on the February agenda.

3. Member Bourget proposed that the board have communication among each other regarding implementation of lessons learned from board educational retreat. Ms. Bourget will set up an electronic document database for all board members to have access to research materials to allow for the exchange of ideas.
4. It was discussed that items of monthly discussion, i.e., financials, would be emailed to the board members in advance with agenda and minutes to be reviewed and subsequently voted upon via consent agenda. These items of business will be reviewed prior to the regularly scheduled meeting and considered together to be voted upon at each board meeting beginning with the February 2020 meeting. The goal with this model is to maximize effective use of time for the board to discuss vision.

#### **X. MOTION TO ADJOURN**

1. Motion was made to temporarily appoint Member Tonya Clarke, as Treasurer, to serve as Chairman in the absence of Chairman Williams to adjourn the meeting.  
Motion: Lynda Browning; second: Gabe Johnson
2. Motion to adjourn Lynda Browning; second: Gabe Johnson
3. Meeting ended at 12:30 p.m.