



## Ocracoke Civic & Business Assn., Inc. Board of Directors

### **Minutes: June 12, 2017. 8:30 a.m. OVFD meeting room (approved July 10, 2017)**

Called to order at 8:35 a.m.

Board members attending: Connie Leinbach, Wayne Clark, Justin LeBlanc, Rudy Austin, Chip Stevens, Martha Garrish, and Helena Stevens. John Giagu arrived at around 9:25 a.m.

**Minutes:** The minutes of the March 15 contributor meeting; the April 14 and May 8 board meetings were approved.

**Treasurer's report:** Wayne reported there is \$57,183 in the checking account, \$28,000 of this is reserved for the Pirate Jamboree. \$29K is available. With regular expenses, there should be \$20K to \$25K plus the CD of about \$34K at June 30.

**Contributor meeting plan:** Connie and Wayne will work on a format in which to present the financials at the June 14 contributor meeting.

That meeting will include the following:

- Update from Magellan

- Approval of new bylaws

- Financial report

- Election of new board of directors

- Program of work for 2017-2018:

  - Complete work with Magellan and begin the advertising campaign (summer)

  - Hiring staff

  - July 3 & 4 events

  - Fig Festival & End of Summer Celebration (Aug. 18 & 19)

  - Blackbeard's Pirate Jamboree (Oct. 27-29)

  - Boat Parade (Saturday of Thanksgiving weekend)

Martha will talk to Teresa about the boat parade and will talk to Sundae Horn about the July 4 posters. The May 15 deadline to receive them has not been met.

Chip will open the report from Magellan, which will be done via speakerphone and a PowerPoint.

**New bylaws:** These were sent to the contributorship more than two weeks ago. Justin will talk about the changes. The group agreed to send out a request to approve the new bylaws via Mail Chimp prior to the meeting. Justin will discuss the bylaws changes at the meeting.

**Board election:** Justin reported that the following board members will be the slate to be voted on at the June 14 meeting and that the officers will be elected at the next board meeting: Rudy Austin, Justin LeBlanc, Wayne Clark, Martha Garrish, Ashley Harrell, Melinda Sutton, Sharon Brodich, John Giagu and Chip Stevens.

**Travel & Tourism Director report:** A motion to extend Helena Stevens' contract as T&TD until Oct. 30, owing to everyone's busyness during the high season and because we are in the midst of the Magellan work that she is spearheading, was made by Justin and seconded by Rudy.

**Motion approved and carried.**

Helena reported she is exploring a software program called NeonCRM for online contributorship renewal as early as August. Payment of \$75 a month for this program is already in the 2017-2018 budget.

We need video for the website, which also has been accounted for in the budget. A motion to pay Jeremy Piland \$2,500 for an Ocracoke video was made by Justin LeBlanc and seconded by Chip.

**Motion approved and carried.** Our goal for the upcoming ad campaign will be to increase overnight stays. The island needs a stronger spring and fall.

**Personnel:** Since we are in the most urgent need of administrative support—for database, website and secretarial work—the group agreed to focus for now on an administrative job description. Connie, Helena and Wayne will work on this. A motion to approve working up an administrative job description at \$15 per hour for up to 20 hours a week (or 1,040 hours a year) for this person was made by Justin and seconded by Rudy. Motion approved and carried.

**Old Business:** Bob Eakes of Buxton had written the OCBA about his concerns about the island baseball teams' sportsmanship. Martha said she had responded that we'd get back to him. Connie will draft a letter telling him it isn't our purview and he should take it up with the league leadership.

Rudy asked Connie to draft a letter thanking Valerie Mason for all of her work over the years.

There being no further business, the meeting adjourned at 9:50 a.m.

Respectfully submitted,  
Connie Leinbach, secretary