



OTTTDA Meeting Minutes

July 25, 2019

8:00 a.m.

Lightship Realty

Present: Justin LeBlanc, Helena Stevens, Jeff Dippold, Kris Noble, Margaret Trainer, Bob Chestnut, Martha Garrish, Daphne Bennink, Greg Honeycutt (via phone), Amy Howard, Jenny Scarborough, Sundae Horn, Sharon Brodisch, Chad Macek (late)

Daphne called the meeting to order at 8:00am

Martha made a motion to approve the June 28 budget ordinance minutes with the edit applied that the location be Lightship Realty instead of Ocracoke Community Center. Seconded by Daphne. Motion carried.

The purpose of today's meeting is to discuss the administrative assistant position. The objective is to find some relief for the Executive Director. This meeting is an opportunity to move forward and either modify the part-time position into a full-time position or hire two part-time people. There is also a higher level of discussion necessary about the relationship between OCBA/OTTTDA and staff for these two organizations. A TDA member suggested moving forward with hiring a full-time person because of continuity. The Executive Director has to put time and attention into training staff and then the employee leaves and the cycle starts over again. It would be more beneficial to hire a full-time person because he/she is more likely to stay in the role and Helena would have to train one time. Part time positions are hard to maintain. Something to consider is that this possible full-time person could have medical benefits. Kris shared with the two boards that in order for an employee to receive county benefits, he/she has to be an actual county employee. Thus, he/she would actually answer to Hyde County/Kris but would follow the direction of the TDA Board. If TDA went in this direction, salary would have to be in line with fellow marketing/event coordinator county salaries. Kris suggested hiring someone to help for the short-term (next 3 months or to get through Pirate Jamboree) and then use the winter time to decide the direction of these two boards, including staffing, and have the hire start January 2020.

In the next 60-day window, projects that need assistance are the walking map for 2020, asset brochure, Pirate Jamboree, all of the meetings and minutes. Part of the reason it is difficult to find the right candidate for the job is because of the combination of administrative tasks with events and projects. The administrative tasks are cumbersome and take away from the marketing and event planning responsibilities. Today, there are different types of technology options to relieve some of the administrative tasks by recording meetings and minutes.

Another possible option to fix the short-term need for help would be hiring someone on a project basis. This person can be paid to handle specific projects and provide some relief for the Executive Director.

Moving forward, the two boards decided Helena can use the \$15,000 total funds TDA allocated to hire project coordinators. OCBA will post the two part-time positions to provide additional help through the fall. The two part-time positions could lead into full-time positions.

Daphne made a motion for the meeting to adjourn. Amy seconded. Motion moved to close meeting at 9:30am