



Ocracoke Civic & Business Association, Inc.
P.O. Box 456, Ocracoke, NC 27960

OCBA Board of Directors Meeting
Meeting Minutes
October 14, 2019 8:30am

I. Location/Attendees

Location: Wahab House, 161 Irvin Garrish Hwy, Ocracoke, NC 27960
Attendees: Rudy Austin, Justin LeBlanc, John Giagu, Martha Garrish, Bob Chestnut, Chad Macek, Margaret Trainer, Jenny Scarborough

Helena Stevens, Executive Director
Jeffrey Dippold, Bookkeeper
Dana Long, Administrative Assistant
Guest: Darlene Styron arrived at 10:15 am

II. Handouts/Attachments

- OCBA BOD Meeting Agenda dated October 14, 2019
- Executive Director Report Events dated October 13, 2019
- OCBA General Ledger July - September, 2019
- OCBA Balance Sheet As of September 30, 2019

III. Meeting/Agenda

1. Additions/Deletions to Agenda
 - Additions: Treasure's Report – TDA disbursements
Old Business – storage, OCBA messaging and identity
 - Deletions: None
2. Old Business
 - a. Approve amended July 2019 Minutes.
 - July 2019 minutes accepted/approved.
 - b. Approve August 2019 Minutes.
 - August 2019 minutes read with requested edits. BOD in agreement edits should read "Board discussed dates and times of Ocracoke Fig Festival". Motion made to approve minutes as modified. Minutes will be modified, final minutes will be e-mailed.
 - c. Administrative Assistant/Event Coordinator jobs status/needs.
 - Administrative Assistant: position filled by Dana Long
 - Event Coordinator: One applicant is now unable to find housing and unknown when this could happen. Sara Teaster is another applicant, currently lives on the island. Ms. Teaster has grant writing experience. Need to start planning events immediately. Helena to contact Sara Teaster regarding offer for this position.



Ocracoke Civic & Business Association, Inc.

P.O. Box 456, Ocracoke, NC 27960

3. New Business

- a. State of the island/moving forward/how can we help contributor members
 - Need to plan now for spring, possibly for Easter (April 12, 2020).
 - Suggestion of Chairs of TDA, OCBA, Kris Noble, Tom Pahl, OPS to meet regarding county involvement and state of the island, is there a strategy plan to obtain a comprehensive assessment?
 - Helena presented information from Tom Pahl regarding data from the commissioners meeting (i.e. business impacts) 106 businesses poled, 64 sustained flood damage, 29 open, 34 will open in 2020, 5 permanently closed. 1200 homes, 413 meters pulled (120 still without power), 259 inspected by flood insurance program 110 sustained more than 50% damage, 67 rental cottages housing displaced families, 200+ families have left the island, 400+ displaced persons.
 - OIR has 299 properties managed, approximately 100 are not available due to catastrophic damage or awaiting inspectors, contractors or engineers.
 - Discussion regarding letter to Tom Pahl and Kris Noble regarding where the county stands.
 - OCBA messaging/identity. Needs the civic component. Needs messaging as to island opening. Difficult not having proper information needed. More efficient communication such as civic affairs meeting for entire island to get questions answered.
 - Ocracoke Island Long Term Recovery Helena accepted position as OCBA Representative. Mission is to help individuals navigate through assistance available, \$750,000 available for needs from Outer Banks Community. Ocracoke Island Long Term Recovery is anticipating OCBA taking a role in the group.
- b. Visitor Center need new space
 -
- c. 2020 Walking map
 - 6-8 week timeline to print compose/print.
 - Discussion regarding collection of dues or waive dues. Letter to be drafted by Jenny, to contributors regarding their input, urge contributors to attend meeting to discuss options.
 - 7 boxes in stock (Walking Map). An Asset Brochure to be produced for use at outside conferences/off-island events.
 - \$16,000 budgeted for asset brochure funded by TDA, \$13,000 OCBA funding for Walking Map.
 - Occupancy tax money allocated is intended for events. Unable to re-direct for printing walking maps. Possible letter to transfer funds for events to walking map budget was discussed.
 - Proposal to fund Walking Map as is (re-print with updated cover/year, remove business permanently closed). Wait until November to ask for dues/fees.
 - 110 Contributors (currently), \$275.00 per contributor (\$150.00 fee/\$125.00 walking map fee).
- d. 2020 events
 - Suggestions: Grand re-opening, street fair, open house
 - Mike Myer, Emerald Isle Productions – wants to do event in Emerald Isle to support OCBA. Money to OCBA as a donation.



Ocracoke Civic & Business Association, Inc.

P.O. Box 456, Ocracoke, NC 27960

- Halloween; Trunk or Treat, possibly in NPS Parking Lot. PTA sponsoring Halloween event on October 26, 2019. OCBA possibly helping with candy for event/movie night at Island Yoga. Jernigan's (gas station) also hosting Halloween event.
- July 4, 2020 entertainment; beach music band/shag (idea), fireworks contract being signed with the county.
- e. Civic Meeting: November 13, 2019 – 6 pm
 - Invite Tideland
 - Suggest Civic affairs meetings every 2 weeks.

4. Executive Directors Report

- Handout to all members present.

5. Treasurer's Report

- \$53,000+ checking, \$34,000 FNB CD, \$87,000 total funds.
- Payroll liabilities/other liabilities totaling approximately \$4,000
- Income TDA, total budget \$294,000 receiving \$24,500/month. County withholding \$35,000 for public bathrooms, therefore receiving \$21,000/month. Check was not received in September (September and October check was received in October). Amount was incorrect. TDA Statement should reflect correct amount. Contract states "...payments, amounts, and/or installments shall only be due and payable to the extent OTTDA receives sufficient net proceeds from the tax described above to support and make such payments." Due to discrepancies in the amount of funds received, letter to be sent by Jeff to Corrine Gibbs, Finance Officer for clarification of funds.
- Jeff will review the FY 2019/2020 Budget to identify categories where the OCBA may be able to reallocate/reduce expenses to support the map's production while reducing contributor contributions towards the map.

****Note****

Darlene Styron arrived at 10:15 as a guest to discuss transfer of duties for fireworks for the July 4th event back to the OCBA. Hyde County is liable for fireworks. Chad Macek, Jenny (and Sara) for event planning; Justin, Martha and Bob for budget planning. Fireworks company has insurance, County has additional insurance policy for fireworks. No contract between fireworks company and OCBA will not be needed.

Meeting adjourned at 11:06 am.

/dll