



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

MINUTES
OCBA BOARD OF DIRECTORS MEETING

Monday, July 10, 2019. 8:30 a.m.
Visitors Center

Board Members in attendance: Jenny Scarborough, Sharon Brodisch, Margaret Trainer, Bob Chestnut, John Giagu. Rudy Austin (arrived at 9 am)

Absent: Martha Garrish, Justin LeBlanc, Chad Macek

Helena Stevens, Executive Director
Jeffrey Dippold, Bookkeeper

1. Additions/Deletions to the Agenda – Posting of the administrative assistant position and discuss storage needs. Helena emailed the OCBA Board regarding Phoebe Kot’s verbal resignation and asked Phoebe to submit a timeline of how long she will be available to provide support. Given the TDA’s proposal on hiring an event coordinator, the OCBA Board should discuss possibly hiring a staff member that would serve in a dual role as assisting the OCBA and TDA through the part-time (or possibly full time) position. As an additional agenda item, Helena has also requested the Board discuss the need for storage space in today’s meeting.
2. Old Business
 - a. Approval of June 2019 minutes. Helena has provided a copy to board members. Justin had one technical edit for Phoebe. Phoebe will edit minutes per Justin’s email and provide the Board a new copy.
 - b. Future relationship and job responsibilities between OCBA and TDA.
 - i. At the last meeting, Daphne Bennink and Greg Honeycutt expressed concern that the Executive Director was spending too much time on OCBA projects and not enough time on TDA related projects. The problem lies in that OCBA does not have the funding to hire a full-time employee. At the end of June, the TDA Board voted to allocate \$15,000 to hire an additional person or person(s) to assist Helena with event coordination. The majority of the TDA Board believes there needs to be continuity, meaning hiring one person rather hiring multiple and having to retrain each person. The OCBA has allocated \$15,000 for a part-time administrative assistant for the year. With the addition of \$15,000 from TDA, the OCBA could hire a full-time person. Areas that have impeded the part-time administrative assistant position include the minute taking, record keeping, and tactical tasks. Those areas take up time from carrying out events. These thoughts were brought up in order to decide what is the best



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direction moving forward for the OCBA Board as far as hiring a new staff member. Helena suggested that there is technology available to record and videotape minutes. OCBA and TDA are trying to work through what is best for the two boards from a hiring standpoint. Another staffing consideration is whether OCBA or TDA will be handling events for the future years. The idea of hiring a full-time person would be that they would have limited other side jobs. The conclusion is that the OCBA and TDA need to have a joint meeting and decide what the future relationship is between the two Boards as well as part-time and full-time help. Other discussion took place concerning the future of OCBA.

3. New Business

- a. Treasurer's Report: At the end of June, there was \$60,000 in the bank account for OCBA. Thus, there is \$56,000 of available funds for the new fiscal year. All in all, income exceeded expenses by \$21,500. With the income statement Jeff emailed out, several expense categories were less than anticipated. Jeff suggested using these categories for line-item adjustments. The OCBA Board voted in favor for the line-item changes. These included the new Visitor Center enhancements and travel/tourism conferences. Expenses were greater than anticipated for edits to the mobile web site and one of the vendor listings. The OCBA Board voted again to approve line-items to cover the difference in price.
- b. Pirate Jamboree: The Board has to agree to proceed with the event. Timing is difficult because of Hurricane season. Insurance is a possibility, but it is expensive. If the Board is to move forward with marketing, Helena will have to poll hotels and see if there is still availability and confirm with vendors and acts. Rudy would like OCBA and TDA to meet in July or August at the latest to discuss the relationship with these events. The Board is committed to moving forward with Pirate Jamboree but discussion needs to take place about carrying on with the festival in 2020.
- c. 4th of July: A total of \$4,425.75 net was raised at the 2019 Glow Party in ticket sales, meaning that roughly 625 people attended. Approximately 800 people attended the 2018 Glow party. The lower attendance in 2019 could be attributed to the thunderstorms looming at the start of the show. For 2020, the Board can decide whether or not they would like to use Emerald Owl. EOP did offer an incentive to book for 2020 because the 4th will fall on a Saturday so Mike will not be charging extra for missed the opportunity to have another show.
- d. Storage Space: Following the 2019 4th of July event, Helena has reusable items for the 2020 event, currently stored at her house. There are also items from our previous Pirate Jamborees, Yard Sale signage and our OCBA owned Christmas decorations.