



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

MINUTES
OCBA BOARD OF DIRECTORS MEETING
Blackbeard's Lodge

5:00 p.m., Wednesday, March 6, 2019

Board Members Present: Justin LeBlanc, Chad Macek, Bob Chestnut, Sharon Brodisch, Martha Garrish, John Giagu

Board Members Absent: Rudy Austin, Chip Stevens, Ashley Harrell

Others Present: Executive Director, Helena Stevens
Bookkeeper, Jeffrey Dippold

1. Additions/Deletions to the Agenda:

a. None

2. Old Business

a. February 2019 meeting minutes - Approved

b. New Visitor Center Budget Reclassification:

- i. Rent for the new Visitor Center from March – June 2019 is \$660/month plus \$60 for utilities. The FY2018/19 Visitor Center budget for is \$3,900. The projected actual for FY2018/19 is \$5,480 leaving a shortfall of \$1,580.00. The funds could be transferred from telephone and computer programs, which are both under budget. To cover the anticipated additional visitor rent expense to be incurred in FY 2018/2019 it is recommended that \$1,200 be transferred from the Telephone Budget category to the Visitor Center Rent Budget category and \$400 be transferred from the Computer Programs category. Both these are components of General and Administrative Expenses along with the Visitor Center Rent.

Amount	Reason for Transfer	From Line Item	To Line Item
\$1,200	Funding new Visitor Center Rent	Telephone	Visitor Center
\$400	Funding new Visitor Center Rent	Computer Programs	Visitor Center

To help with cost reduction, it would be worth speaking to Scott Bradley about reducing the rent price per month until the building is repaired.

MOTION

Martha Garrish motioned to approve the Budget Reclassification; John Giagu seconded the motion. Motion passed.



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c. Public Restrooms

- i. The Public Restrooms Working Group will meet at 5pm on 3/7/19 at the Berkley Manor. Anyone interested in the project is welcome to attend.
- ii. At the March 4, 2019 OTDA budget meeting, the OTDA reduced funds allocated to OCBA from \$40,000 to \$35,000 for the restrooms project. There is \$35,000 in the CD earmarked for restrooms.
- iii. Contract Administration: Of the \$35,000 from OTDA, the possibility of allocating \$3,000 for contract administration/overhead was discussed. Hyde County will be paying for insurance for building and should also pay for the utility bill. The CD can be used for emergency repair. There is an existing account set up with Hyde County to pay for utilities. For example, the county pays utilities and payroll at the Community Center. The contract administrator payroll expense for the restrooms could be held out or could be processed through the county. A checklist of job expectations will need to be provided to the future contract administrator to ensure the role does not grow into other responsibilities. Will utilities and payroll be over \$35,000? Hot water will be necessary for cleaning purposes. Water-free urinals could potentially save on expenses. Other budget considerations include cost of supplies (toilet paper, soap, etc.) and the number of months the restrooms will be open. Should the contract be set up as performance based or flat fee? Most board members agreed that a set number of cleaning visits need to be scheduled per day. Further discussion can take place at the public restrooms meeting.
- iv. The OCBA Board made a motion to develop a service contract for the cleaning, maintenance and administrative oversight of the new public restrooms at the Island Inn, subject to funding provided by TDA.

Motion made by John Giagu, seconded by Chad Macek.

- Target Completion Deadline: June 15, 2019.
- Contract would need to be completed in 30 days or less.
- A request for proposal would need to go out by April 15, responses received by May 15 and an applicant would need to be hired by June 1, 2019.

New Business

- d. OCBA Board of Directors – Recruitment of additional directors and a Treasurer and Secretary. The by-laws state 5-9 board members with a third up for “reinstatement” each year based on tenure. Board terms are 3 years. Currently, there are 7 active board members. Chip and Ashley are normally not present; they are looking for replacements. There was discussion regarding different methods of recruitment which included reaching out to all contributors and also being more strategic when adding new directors.



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One option is to include language in the next newsletter that the OCBA Board is accepting nominations. Another way to recruit is to send a personalized email blast to contributors and/or remove people who may not fulfill role. When a candidate is brought to the attention of the OCBA Board or when the nominating committee solicits nominations from contributors, the candidate is then discussed by the nominating committee and then gets put to a vote by the OCBA Board. Moving forward, the Board agreed do a general solicitation via email of all contributors. **Helena to email contributor list the Board so they can solicit the contributors to join the board.**

- e. Next board meeting, **every current Board member is to bring a list of at least 1 potential board member he/she could personally invite to join the Board or have the Board invite.** If there aren't enough candidates, possibly look into potential candidates are not full time Ocracoke residents.
- f. OCBA OT Appointment - A replacement is needed for OCBA/OTB, fulfilling Stephanie O'Neal's position, who has chosen not to be reappointed. The position must be filled by July 30. The reason OCBA has two spots on the board is to have those people support OCBA undertakings. The position does not have to be fulfilled by an OCBA board member, the person can be a contributor, but OCBA does make the recommendation to the county commissioner, and the commissioner normally follows through with nomination. Term must be fulfilled by July 30 of this year and would serve for next fiscal year. **Action Item: think of potential people who could fill that spot for the next meeting.**
- g. OTTDA Grant Request – Jeff emailed attachment of what was submitted to TDA (total of \$311,000) and then followed up with the total amount of funds TDA allocated to OCBA (\$294,000). The adjustment is \$17,335. There is a \$5,000 discrepancy (restrooms project). OCBA will need to determine how it wants to process the adjustments TDA has made to the original OCBA submission. When budget planning for future years, a storage shed needs to be added as a line-item in order to house OCBA items such as walking maps, Christmas decorations, event merchandise, signs, etc.

The Board decided to move forward with the following reductions:

- i. Remove \$1,000 from Conferences.
- ii. Remove \$5,000 from Element Advertising.
- iii. Remove \$5,360 from public restrooms.
- iv. Remove \$2,140 from Visitors Center Improvements.
- v. Remove \$500 from promotional items.
- vi. Remove \$600 from brochure racks.
- vii. Remove \$500 from all other events.
- viii. Remove \$1,000 from walking maps (media)
- ix. Remove \$2,000 from Local Advertising for Waterfowl Festival and categorize it as a sponsorship for \$500.



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- h. Signage
 - i. TDA Board would like more consistency with new sign and VisitOcracokeNC logo. Community may feel more welcoming with what was there before (location of NCCAT ditch).
 - ii. Jason Daniels window of time to make the sign is now because he gets busier in the summer season.
- 3. Executive Director's Report
 - a. Sent via email
- 4. Treasurer's Report
 - a. Sent via email