

**OTTDA Meeting May 14, 2018 3:00pm  
Ocracoke Community Center**

**Attendance:** Amy, Greg, Wayne, Martha, Daphne (by phone)

**Minute Changes** – There were a few typos and misspellings to be corrected.

**Minutes approved as changed:** Motion made by Greg, 2<sup>nd</sup> by Martha, unanimously approved

**Questions for the Finance Officer:**

Amy asked Corrinne (Finance Officer) if account was created for OTTDA funds. She replied it was. Amy asked if the check was sent to Chris Cavenough, she replied yes.

When can OTTDA request money for OCBA? (Corrinne) Deadlines for check requests are Tuesdays at noon. Board can email the requests to Corrinne with what the check is needed for.

**OCBA contract with the OTTDA from Franz Holscher (County Attorney):**

Add a deadline of March 1 for the submitting of the OCBA budget to plan for funding of the next FY.

Greg will take the notes from Daphne and questions that Franz asked to the proposed contract and create a final proposed contract to vote on in the upcoming special meeting (after memorial day before festival)

**Contract Changes agreed upon by the Board:**

**Sect. 2-g** – strike “,but not implemented”

**Sect 3** – change to reflect Executive Director reports to the OCBA Board and staff reports to the Executive Director

**Sect 4** – April 1, 2018 to June 30 2018 will be 60,000 / July 1 2018 to June 30, 2019 will be \$251,000

**Sect 5** – Date will be March 1, 2018 to June 30, 2019. Change language of renewal to state this agreement shall be renegotiated with the option of automatic renewal.

**Sect 11** – Change spelling of Rudy’s last name to Austin.

**Sect 12** – leave as is

**Sect 13** – leave as recommended

**Sect 14** – leave as recommended

**Motion:** Martha moves to authorize Greg to submit final contract for Franz to review as amended and if approved by Franz will be submitted for signatures from the OCBA. Seconded by Wayne.

**Unanimously approved.**

**General Discussion:**

Franz will finish writing the contract for the OTTDA. Afterwards the board is free to hire him or another party for future needs.

Meeting agenda and meeting dates can be published on the Hyde Happenings if received the Thursday before the meeting.

Tax collection amounts are known about 3 months after collection and checks written by OTTDA will be reconciled about a month afterwards which will work since the plan is to have quarterly meetings.

Greg stated that in the future he would like to see the OTTDA reserve a portion of funding for visitor enhancement projects and new events.

Next audit contract will be around April 2019.

Island Inn contract deal has been finished and will need a check from OTTDA to OPS by June 7<sup>th</sup>.

**Next Meeting will be at the WOVV radio station upstairs room on Monday June 11 at 3:00pm**

**Motion to adjourn:** Motion made by Martha, 2<sup>nd</sup> by Greg, **unanimously approved.**