



TOWN OF YADKINVILLE
TOURISM DEVELOPMENT AUTHORITY
REGULAR MEETING
MEETING MINUTES

APRIL 29, 2020

10:00 A.M.

TOWN HALL – COMMISSIONERS CHAMBERS
213 VAN BUREN STREET, YADKINVILLE NC 27055

**TDA MEMBERS
(PRESENT/ABSENT):**

John Willingham
Jay Martin

TOWN OFFICIALS

PRESENT:

Town Manager – Perry Williams
Shelia Weathers – Assistant Town Manager
Crystal Sprague – Town Clerk
Dina Reavis – Finance Officer

Quorum is met – meeting proceeded.

1. MEETING CALLED TO ORDER

Town Manager Perry Williams called the meeting to order at 10:19 A.M.

2. ELECTION OF CHAIR

Mr. John Willingham agreed to be the Chairman of the Tourism Development Authority.
Mr. Jay Martin was in agreement with his willingness to accept the position as chair.

3. APPROVAL OF PREVIOUS MINUTES

Mr. John Willingham moved to approve the minutes of the October 8, 2019 Tourism Development Authority Meeting with a change to the minutes under Meeting Called to Order from Mrs. John Willingham to Mr. John Willingham. Mr. Jay Martin seconded the motion, and the motion passed unanimously.

Vote: 2/0

4. NEW BUSINESS

- **PRE-AUDIT CONTRACT APPROVAL** (Charles E. Scott, CPA)

Finance Officer Dina Reavis informed the TDA Board that Mr. Charles Scott, CPA will be retiring soon, his son and daughter will be conducting the annual pre-audit for the Tourism Development Authority this year. *Finance Officer Dina Reavis had not received the pre-audit contract from Mr. Scott when the TDA meeting was held however the TDA Board agreed to have his office conduct the pre-audit.*

- **GIBSON & COMPANY (ANNUAL CONTRACT AND AUDIT) – NOT TO EXCEED \$2,125** (Attachment #1)

Finance Officer Dina Reavis informed the TDA Board that a new company by the name of Gibson & Company will be conducting the annual audit this year for the Tourism Development Authority. The annual contract submitted by Gibson & Company is \$125.00 more than Cannon and Company charged the TDA last year.

Mr. John Willingham made a motion to approve the annual contract and audit with Gibson & Company for the Board's annual audit. Mr. Jay Martin seconded the motion, and the motion passed unanimously.

Vote: 2/0

- **PRELIMINARY REVIEW OF FISCAL YEAR 2020-2021 TDA BUDGET** (Attachment #2)

- ❖ Music in the Park Budget Request - \$3,350

Town Manager Perry Williams presented the proposed budget to the TDA Board. The TDA Board reviewed the "Music in the Park" request for event sponsorship for the bands of \$3,350.

The Fiscal Year 2019-2020 TDA Board used no fund balance to balance the budget. Finance Officer Dina Reavis predicts a general fund appropriation of \$90 to balance the TDA Board's Fiscal Year 2020-2021 Budget. After discussion, the TDA Board directed Finance Officer Dina Reavis and Town Manager Perry Williams to appropriate the TDA's funds in the following way that will be reviewed at the next TDA Board meeting:

❖ Grape Festival Sponsorship:	\$3,000
❖ Music in the Park:	\$3,350
❖ Downtown Halloween Contest:	\$120
❖ Downtown Wi-Fi Monthly charges:	\$5,568

- ❖ Website Monthly Service charges: \$1,200
- ❖ Bond: \$600

Mr. Jay Martin made a motion to approve and adopt the Fiscal Year 2020-2021 Tourism Development Authority Budget. Mr. John Willingham seconded the motion, and the motion passed unanimously.

Vote: 2/0

- **FOURTH OF JULY FESTIVITIES**

Town Manager Perry Williams notified the TDA Board that the Board of Commissioners would be meeting on May 11, 2020 to discuss the Fourth of July festivities due to the COVID-19. The TDA Board discussed organizing a large event for the community later in the year if the Fourth of July events are canceled.

- **2021 SCHEDULED MEETINGS** (Attachment #3)

The 2021 Schedule of Meetings will be presented and approved at the May 12, 2020 Regular meeting.

5. OTHER BUSINESS

- **FINANCIALS – FINANCE DIRECTOR DINA REAVIS**

Finance Officer Dina Reavis presented the Board with the financials. The Board briefly discussed the financials, and the fund balance available for appropriation.

- Website Partnership Yearly Plan (\$100 Monthly Invoice) (*Budgeted Item 2019-20*)
- Yadtel Telecom – Downtown Wi-Fi (\$463.99 Monthly Invoice) (*Budgeted Item 2019-20*)

- **ADDED DISCUSSION (TDA MEMBER)**

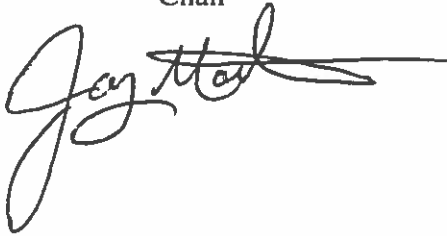
The TDA Board discussed potential business owners within the Town limits of Yadkinville that collect Occupancy Tax to be an additional member of the TDA Board. Mr. Jay Martin recommended sending a letter to the current owner of the Days Inn to see if they would like to join the Board.

6. **ADJOURNMENT**

With no further business to discuss, Mr. Jay Martin moved to adjourn the TDA Board meeting. The motion was seconded by Mr. John Willingham, and the motion passed unanimously. The Board adjourned at approximately 10:44 A.M.

Vote: 2/0

John Willingham
Chair



Crystal Sprague
Town Clerk