

***Tucker County Convention and Visitor's Bureau  
Board Meeting Minutes  
9:00am May 5, 2017  
Information Center Davis, WV***

**Present:** Cade Archuleta, Patrick McCann, Donna Patrick, Steve Drumheller (on the phone), Patrick Darlington and Jessica Waldo

The meeting was called to order at 9:12am.

The **Minutes from the April 5, 2017** meeting were presented and reviewed. Donna made a motion to approve the minutes for filing, Patrick M seconded and Cade signed the minutes.

**Guests:**

**The financials** were reviewed, discussed and approved for filing for audit. It was discussed with the decrease in H/M tax to look into the possibility of cashing the Edward Jones account if needed. Jessica was going to contact Chris Fry about the details. Just as an option if needed.

**Director's Report November**

Along with Jessica's daily duties of social networking, marketing, chamber duties, MAPP and networking;

- Reviewed the budget to accommodate employee raises
- The CVB teamed up with Canaan Valley Resort and Blackwater Falls State Park to host Hospitality training May 9 & 10 in celebration of Travel & Tourism week
- Organized the 39<sup>th</sup> Annual Chamber of Commerce Awards Banquet
- Brian attended the trails round table meeting
- Attended the Mon Forest's Central Appalachians Recreation Vision meeting
- Attended St. George Medical Clinic's ribbon cutting
- Cultural District Authority's presenting of their final version of their new logo
- Revising the budget for winter loss and employee promotions
- Attended the CDA's meeting on May 4, PHFFI meeting on April 25, Chamber meeting on April 11 and the LEPC meeting on May 26

**Old Business:**

**Building Update;** Patrick Darlington updated the board that the Building Commission is moving forward with clearing the lot and the possibility of a new building for EMS. Emergency Services Board asked the County Commission to mandate a fee to help fund the building and EMS.

**Toilet;** Frontier sent the plumbers again. We are hopefully the toilet is finally fixed.

Jessica is going to reach out to Frontier again about building maintenance and the possibility of renovations and a long term lease. Specifically hand-cap accessibility.

**Evaluations;** Patrick made the motion to approve raises for staff suggested and Maternity Leave for Jessica, Donna second the motion. The suggestions are as follows:

Brian Sarfino: 6% increase, salary total \$27,517.60

Tina Lipscomb: CVB contributes to 30% of her Health Insurance, \$160.16 per month

Rene Crowl: 6% increase, \$10.65 per hour

Jessica Waldo: 2 additional personal days

Maternity Leave: Jessica will use her 2 weeks paid vacation and 5 personal days (including the 2 additional days she just received), totaling 3 weeks. The CVB will match the 3 weeks giving her a total of 6 weeks paid off. For the following 6 weeks, Jessica will start back to office part-time, health allowing. She will also work from home and be available by email and phone. She will try to attend regularly scheduled meeting during this time. By the end of the 12 weeks she will return back to work full time.

### **New Business**

**Travel Expenses;** Donna made a motion to approve Brian's travel expenses and Patrick McCann seconded. Cade signed off on them.

Meeting adjourned at 10:05am.

Next meeting schedule for June 5<sup>th</sup> at 9am.

Signed \_\_\_\_\_