**HAGERSTOWN/WASHINGTON COUNTY CONVENTION &**

**VISITORS BUREAU BOARD OF DIRECTORS**

**January 26, 2017**

**9:00am**

**Courtyard by Marriott**

**MINUTES**

**PRESENT:** Sila Bartel, Mary Anne Burke, Francine Donachie, Jeff Garland, Teri Leiter, Travis Painter, Penny Pittman, Jeannie Ridenour, Joyce Stanley

**ABSENT:** Al Martin, Angie Hummer, Mary Ironside, Rebecca Massie-Lane, Rod McIntyre, Andrew Sargent

**STAFF:** Dan Spedden, Betsy DeVore, Jolene Thomas, Audrey Vargason

**ROLL CALL**

**INTRODUCTIONS:** Dan Spedden welcomed new Board of Directors, Sila Bartel and Travis Painter.

**TOPIC:** **Minutes of October 20, 2016, Meeting**

**MOTION:** Approve the October 20, 2016, minutes, as presented. (Copy on file) 1st Teri Leiter, 2nd Mary Anne Burke

**ACTION:** Approved

**TOPIC:** **Minutes of December 6, 2016, Annual Membership Meeting**

**MOTION:** Approve the December 6, 2016, minutes of the Annual Membership Meeting, as presented. (Copies on file) 1st Teri Leiter, 2nd Mary Anne Burke

**ACTION:** Approved

**TOPIC: Financial Report**

**DISCUSSION:** Dan Spedden reviewed the December, 2016 Financial Report with the Board. Mr. Spedden shared that the Clarion and Rodeway Inn were 10 month behind on paying their lodging tax. County Treasurer has sent a final notice. The CVB’s budget goal will be to increase the reserve fund. There has been some discussion of reporting on cash rather than an accrual basis.

**MOTION:** Accept the unaudited Financial Report for the period ending December 31, 2016, as presented. (Copy of File). 1st-Teri Leiter, 2nd-Travis Painter.

**ACTION:** Approved

**TOPIC:** **President’s Report**

**DISCUSSION:** Dan Spedden shared that he would like to see the Board of Directors focus more on ideas/opportunities at hand rather than spending a lot of time on staff reporting, since reports are already sent ahead of the meeting. Mr. Spedden also shared that the Williamsport ground breaking for the aqueduct will be held on May 5; and Boonsboro’s 225th celebration is taking place this year, which the CVB has been assisting in the planning of the festivities. Mr. Spedden also reported that Toth Distributors has been contracted by the CVB to assist in getting the Visitor Guide into more locations.

**TOPIC:** **New Members**

**MOTION:** Approve list of new CVB Members. (Copy on file)

**ACTION:** Approved

**ADJOURNMENT**

 Dan Spedden, President

 Jolene Thomas, Recording Secretary