

**HAGERSTOWN/WASHINGTON COUNTY CONVENTION &
VISITORS BUREAU BOARD OF DIRECTORS**

May 18, 2017

9:00am

The Women's Club

MINUTES

The May 18, 2017, Board of Director's Meeting lacked a quorum. Therefore, the Directors received all documentation electronically on May 24, and the following actions were taken via email.

PRESENT AT MAY 18 MEETING: Mary Anne Burke, Francine Donachie, Mary Ironside, Al Martin, Jeannie Ridenour. CVB Staff: Dan Spedden, Betsy DeVore, Jolene Thomas and Audrey Vargason

VOTER VIA EMAIL: Angie Hummer, Sila Alegret-Bartel, Mary Anne Burke, Francine Donachie, Jeff Garland, Rebecca Massie Lane, Teri Leiter, Rod McIntyre, Travis Painter, Jeannie Ridenour, Andrew Sargent

TOPIC: Auditor's Report

DISCUSSION: Terri Kreit and Charli Heilmann of Smith Elliott Kearns and Company presented the Audited Financial Report for the period ending December 31, 2016. A clean opinion was given and no management letter issued, and internal controls are in order.

ACTION: Accepted: Yes-11

TOPIC: Financial Report

DISCUSSION: Financial Report for the period ending April 30, 2017.

ACTION: Accepted: Yes-11

TOPIC: Board of Directors

DISCUSSION: To invite Katie Snook-Clutz of Keller Stonebraker to serve on the Board of Directors.

ACTION: Yes-11

TOPIC: Letter of Support

DISCUSSION: This letter to the County Commissioners would reflect the Board's support of the development of a recreational trail from Weverton to Roxbury. Chip Wood would include the CVB's letter in his presentation to the commissioners.

ACTION: Yes-11

TOPIC: New Member

DISCUSSION: To accept new member Nick's Airport Inn

ACTION: Yes-11

Daniel Spedden, Acting Chair
Al Martin - Treasurer
Jolene Thomas, Recording Secretary