

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

**May 24, 2018**

**9:30am**

**Courtyard by Marriott**

**MINUTES**

**The May 24, 2018, Board of Director's Meeting lacked a quorum. Therefore, the Directors received all documentation electronically, and the following actions were taken via email.**

**PRESENT AT MAY 24 MEETING:** Mary Anne Burke, Katie Clutz, Teri Leiter, Rebecca Massie Lane, Travis Painter, Andrew Sargent, Julie Rohm. CVB Staff: Dan Spedden, Betsy DeVore, Jolene Thomas

**VOTERS VIA EMAIL:** Angie Hummer, Al Martin, Sila Alegret-Bartel, Mary Anne Burke, Katie Clutz, Francine Donachie, Mary Ironside, Rebecca Massie Lane, Teri Leiter, Travis Painter, Jeannie Ridenour, Andrew Sargent

**TOPIC: Audit Report**

**DISCUSSION:** Terri Kreit of Smith Elliott Kearns and Company presented the Audited Financial Report for the period ending December 31, 2017. A clean opinion was given and no management letter issued, and internal controls are in order.

**ACTION:** Accepted: Yes-12

**TOPIC: Financial Report**

**DISCUSSION:** Financial Report for the period ending April 30, 2018. (Copy on file with the minutes)

**ACTION:** Accepted: Yes-12

**TOPIC: Board of Directors**

**DISCUSSION:** To invite Michelle Doll to serve on the Board of Directors representing the Restaurant and Beverage Association.

**ACTION:** Yes-12

**TOPIC: New Members**

**DISCUSSION:** To accept new members Jimmy John's (Dual Highway and Railway Lane).

**ACTION:** Yes-12

**TOPIC: Personnel Policy**

**DISCUSSION:** To accept the new Personnel Policy updates, as presented. (Copy on file with the minutes)

**ACTION:** Yes-12

Daniel Spedden, Acting Chair  
Jolene Thomas, Recording Secretary