

**Convention and Visitors' Bureau Board of
Directors
Regular Meeting**



September 27, 2023

8:30 AM

Board Room - Bivins Mansion

1000 S. Polk

Amarillo, TX 79101

AGENDA

- 1. Call to Order**
- 2. Approval of Minutes**
- 3. Discussion and Action Items**
 - 3.A.** Presentation and Discussion: CFO by Design Financial Assessment
 - 3.B.** Discussion and Consideration:
(Policies will replace any existing policies once approved by the board of directors)
 - Transparency Policy
 - Financial Policies and Procedures
 - Reserve and Investment Strategy
 - Travel and Client Development Policy
 - 3.C.** Updates:
 - Software Changes
 - Credit Card
 - Payroll
 - Financial Reports
- 4. Executive Session**
 - 4.A.** Executive Session - Sec. 551.071 - Consult with attorney on a matter in which the attorney's duty to the governmental body under the Texas Disciplinary Rules of Professional Conduct conflicts with this chapter.
 - 4.B.** Executive Session-Sec. 551.074 – Discuss the appointment, employment, evaluation, reassignment, duties, discipline, dismissal of to hear a complaint against the public officer or employee.
 - Discussion: Staff salary increases

- Discussion: Staffing changes

5. **Consider any Necessary Action: Staff Salaries**
6. **Public Forum**
7. **General Announcements from Committee Members**
8. **Discussion on future meeting dates and possible agenda items.** The next meeting date is October 25, 2023
9. **Adjournment**

Please note: The ACVB may take items out of the order shown on any Agenda. All or part of any agenda item may be discussed in an executive session at any time during a meeting, as may be necessary and allowed by state law. Votes or final decisions are made only in open Regular or Special meetings, not in a work session or executive session.

Accessibility to individuals with disabilities at the Bivins Mansion is through its side entry on the south side of the building. An access ramp leading to the main entry is located at the side of the building. Parking spaces for individuals with disabilities are available in the south parking lot. The building is equipped with disability restroom facilities, and elevators that are accessible. Individuals with disabilities who require special accommodations, or a sign language interpreter must contact the City Secretary's Office 48 hours prior to meeting time by telephone 378-3013 or the City TDD number at 378-4229.

Posted this 21st day of September 2023.