State of Texas

County of Potter

City of Amarillo

MINUTES

On the 27th day of September 2023, the Convention and Visitors Bureau Board met at 8:30 AM in the Board Room of the Bivins Home, 1000 S. Polk.

Voting Member	Present	No. Meetings Held	No. Meetings Attended
Angela Knapp Eggers	Y	10	10
Vic Ragha	Y	10	7
Phyllis Golden	Y	10	9
Bobby Lee	Y	10	7
Coco Duckworth	Y	10	9
Tom Scherlen	Y	3	1
Jason Fenton	N	10	5
Payal Nathu	Y	10	7
Al Patel	Y	10	8
Ex-officios			
Beth Duke	N	10	8
Bo Fowlkes	N	10	8
Brady Ragland	N	2	1

Also present was Leslie Schmidt, Sr. Assistant City Attorney

Item 1: Call to order. Angela Knapp Eggers established a quorum and called the meeting to order. She welcomed new board member, Tom Scherlen. Kashion Smith presented him with a copy of the ACVB Founders Book.

Item 2: Approval of Minutes. Motion was made by Phyllis Golden, seconded by Payal Nathu, and unanimously carried to approve the August minutes.

Item 3: Presentation and Discussion: CFO by Design Financial Assessment. Kashion Smith explained that we had this assessment done in preparation to pull fiscal responsibility from the City by October 1st.

Braley Beck presented the Financial Assessment provided by CFO By Design. She explained that their representative met with the CVB staff, board members and Executive Committee, and staff from the City Accounting Department.

She went over the Organization Strengths, Areas of Risk, Financial Policies and Recommendations, Financial Processes and Recommendations, Financial Statements, and Other Observations described by CFO By Design.

Item 4: Discussion and Consideration:

Transparency Policy – Braley went over the Main Points concerning the posting of meeting minutes, and posting of public meeting notices, contact information for staff and Board of Directors will be available online, audited financial statements, and our annual budget and business plan.

Motion was made by Vic Ragha, seconded by Phyllis Golden, and unanimously carried to approve the Transparency Policy as presented.

Financial Policies and Procedures – Braley presented the Ethical Considerations & Accounting Procedures, and Internal Controls information.

After thorough discussion, the following changes were made to the:

Financial Planning and Reporting-
Budget Process – Executive Director may approve budget adjustments that do not increase the overall annual budget totals, and for line items that do not exceed $15,000.

Expense and Accounts Payable-
The addition of a subheading under Approval Authority stating "Reserve Expenditures within One Fiscal Year."

For non-budgeted expenses, advance approval for the expenditure must be received at the following level: the Executive Director may approve expenditures up to $15,000.

"Contracts" was added as another subheading stating that all contracts must be approved by either the Director of Finance or Executive Director before being signed by the Department Head.

Motion was made by Coco Duckworth, seconded by Al Patel, and unanimously carried to approve the Financial Policies and Procedures with the above-mentioned changes.

Reserve and Investment Strategy – This policy replaces the current Reserves Policy approved by the board on February 22nd. Braley went over Funds, Procedures, Delegation of Authority, Operating Accounts, Reserve Account and Reserves Strategy.

Motion was made by Bobby Lee, seconded by Vic Ragha, and unanimously carried to approve the Reserve and Investment Strategy as presented.

Travel and Client Development Policy. Motion was made by Payal Nathu, seconded by Coco Duckworth, and unanimously carried to table this agenda item.

Item 5: Updates:
Software Changes: Accounting software will become Quickbooks Online, accounts payable will become Bill.com.

Credit Card: Corporate Credit Cards will be handled through Bill Spend & Expense.

Payroll: Employee HR Center will be QuickBooks Workforce, employee time tracking will be QuickBooks Time, and payroll processing will be done through QuickBooks Online Payroll.

Financial Reports: Braley shared examples of the Statement of Activity and Statement of Financial Position reports.

Item 6: 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.

Item 7: 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.

The CVB staff was not present for the Executive Board's discussion of Items 6 and 7. Notes from those discussions were taken by Leslie Schmidt, Sr. Assistant City Attorney which are sealed and filed in the CVB office.

Item 8: Consider and Necessary Action: Staff Salaries. Motion was made by Coco Duckworth, seconded by Tom Scherlen, and unanimously carried to approve the staff salaries as presented, with one amendment.

Item 9: Public Forum. There were no comments.

Item 10: General Announcements from Board Members

Kashion Smith informed the board that Sherman Bass has plans to attend several music and film festivals this fall. He is working very diligently on a juried film festival next October and earning the music friendly designation.

Item 11: Discussion on future meeting dates and possible agenda items. The next meeting date is October 25, 2023. It was requested that an update on activity of the Film Commission be added to the agenda.

Item 12: Adjournment. There being no further business, Angela Knapp Eggers adjourned the meeting.

Respectfully submitted,

Mary Ramirez

Mary Ramirez
Executive Assistant

Angela Knapp Eggers

Angela Knapp Eggers
CVB Board President