

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



September 24, 2025

8:30 AM

Board Room - Bivins Mansion

1000 S. Polk

Amarillo, TX 79101

Please note: The Amarillo Convention and Visitors Bureau 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.

AGENDA

1. **Call to Order**
2. **Approval of Minutes** Approval of Minutes from August 27, 2025
3. **Presentation and Discussion: Hotel Audit Update, Uneill Gerber - City Auditor**
4. **Update: FY 2025.2026 Budget**
5. **Presentation and Consideration: FY 2025.2026 Reserve Policy Amount**
6. **Presentation and Consideration: Prepaid Expense Amortization** Prepaid expenses greater than \$15,000 shall be recorded as assets and amortized over the period in which the related benefit is received, generally on a straight-line basis. Amortization begins when the benefit period starts, and any unamortized balance of a canceled prepaid expense shall be recognized immediately as an expense. Department heads must notify Finance of significant prepaids, including coverage periods. The Finance Department is responsible for recording and monitoring amortization to ensure accurate and transparent financial reporting.
7. **Public Forum**
8. **General Announcements from Committee Members**
9. **Discussion on future meeting dates and possible agenda items.** The next meeting date is October 22, 2025.
10. **Adjournment**

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 18th day of August, 2025.