

**JOHNS CREEK CONVENTION AND VISITORS BUREAU
MINUTES FROM
MARCH 11, 2008 MEETING**

The Johns Creek Convention and Visitors Bureau held their inaugural meeting on Tuesday, March 11, 2008 at 3:00pm. The meeting was held at 12000 Findley Road, Suite 300, Johns Creek, Georgia and was open to the public.

BOARD PRESENT: Penn Hodge
Bev Miller
Max Patel
Monte Vavra

CITY STAFF PRESENT: Cecil McLendon, City Attorney
Joan Jones, City Clerk

INTRODUCTIONS: Introductions were made as follows Max Patel, Hilton Garden Inn; Penn Hodge, Penn Hodge Properties; Bev Miller, Council Member Johns Creek; Monte Vavra, Finance Director for Johns Creek. City Clerk Jones welcomed everyone to the meeting and informed everyone that Todd Cleveland, Hyatt Place was unable to attend this meeting due to a business conflict. She asked members present to review the contact information sheet and make any necessary changes. She introduced City Attorney Cecil McLendon who will present and review information to the board.

PRESENTATIONS: City Attorney Cecil McLendon discussed the CVB **By-Laws** and outlined the duties of the officers and the responsibility of this new board. The By Laws will be considered for adoption at the next meeting. In addition, Attorney McClendon reviewed the importance of the **ethical** and fiduciary duties of the board and the need to adopt the **Roberts Rules of Order** which guide how the CVB meetings are conducted. Each member was given a Roberts Rule of Order book for easy reference. Discussion was held on how the CVB Meetings are open/public meetings and fall under the Georgia Sunshine Law and as such a copy of the CVB Minutes will be kept in the office of the City Manager. Attorney McLendon informed the board the State of Georgia oversees any complaints regarding all Convention and Visitor Bureaus throughout the state.

Monte Vavra, Finance Director of the City of Johns Creek along with Attorney McLendon reviewed the **Hotel Motel Tax law** and how the monies are collected and allocated. This CVB has a significant portion (39.30%) of the collected revenues allocated to the Georgia World Congress Center and 32.14% is allocated to this board with the remaining balance (28.56%) of the fees collected going into the city's general fund. Mr. Vavra explained the board will need to adopt a fiscal year; he has contacted the Department of Community Affairs as the fiscal year needs to be coordinated with this state agency. Mr. Vavra further explained this board will develop their own budget and determine how best to allocate the expenditures. He explained these expenditures could be expensed any number of ways, i.e., contracts, marketing, promotions, etc. however the board needs to consider the expense of audits and insurance.

APPOINTMENT OF OFFICERS: Mr. Penn Hodge opened the floor for nominations by nominating Bev Miller for Chairperson. Mr. Patel seconded the nomination. Mrs. Miller accepted the nomination. There were no other nominations made. Mrs. Miller was elected by unanimous vote of board members present to preside as **Chairperson** for the CVB.

Mr. Hodge nominated Max Patel to serve as Vice Chair. Mrs. Miller seconded the nomination. Mr. Patel accepted the nomination. There were no other nominations made. Mr. Patel was elected by unanimous vote of board members present to preside as **Vice Chair** of the CVB.

Mrs. Miller nominated Penn Hodge to serve as Secretary. Mr. Vavra seconded the nomination. Mr. Hodge asked for clarification of the duties of this office and accepted the nomination. There were no other nominations made. Mr. Hodge was elected by unanimous vote of board members present to preside as **Secretary** of the CVB. Upon further discussion, Mr. Penn made a motion to be able to perform/designate some of the duties of this office at his discretion. Mr. Vavra seconded the motion. This motion carried unanimously. City Clerk Jones will assist with the secretarial duties.

Mrs. Miller nominated Monte Vavra to serve as Treasurer. Mr. Patel seconded the nomination. Mr. Vavra accepted the nomination. There were no other nominations made. Mr. Vavra was elected by unanimous vote of board members present to preside as **Treasurer** of the CVB.

PROCEDURES: Board Member Vavra made a motion to adopt the Roberts Rules of Order as guidelines for the CVB meetings. Board Member Hodge seconded the motion. The motion carried unanimously. Discussion was held regarding the time and location of the board meetings. Chairwoman Miller asked for board consideration of a Special Called Meeting on March 25, 2008 to continue with the organization of this board. All members agreed to a Special Called Meeting on March 25, 2008 at 3:00pm. The board unanimously agreed the best time and place for their meetings will be at 3:00pm on the second (2nd) Tuesday of each month, with the meetings being held at Johns Creek City Hall. The Special Called Meeting will include discussion/adoption of the by-laws, budget, banking and consideration of the fiscal year.

General discussion was held regarding the best use of the limited budget, ideas will be discussed further at the next regular CVB Meeting will be Tuesday, April 8, 2008. There being no further business, Board Member Vavra made a motion to adjourn. Board Member Patel seconded. The motion carried unanimously. The meeting was adjourned.

Approved: _____
Bev Miller, Chairperson

Attested: _____
Penn Hodge, Secretary