

**JOHNS CREEK CONVENTION AND VISITORS BUREAU
MINUTES FROM
MARCH 25, 2008 SPECIAL CALLED MEETING**

The Johns Creek Convention and Visitors Bureau held a Special Called Meeting on Tuesday, March 25, 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

CALL TO ORDER: Chairperson Bev Miller called the Special Called Meeting to order.

BY-LAWS: Attorney Cecil McLendon asked for any questions or concerns regarding the by-laws, clarification was made regarding appointment of committees and tax exempt status. Board Member Vavra made a motion to adopt the Convention and Visitors Bureau By-Laws as presented. Board Member Patel seconded the motion. The motion carried unanimously.

BANKING INSTITUTION: Board Member Vavra outlined the process for opening a bank account for the CVB, which would require a resolution, signature cards, and tax identification numbers. He recommended United Community Bank as it is the primary bank of the City of Johns Creek. This information will be on the meeting agenda for consideration. Board Member Vavra explained the immediate need to submit a \$30.00 payment to the Secretary of State for the CVB Corporation Filings. This is due April 1st. As the board does not currently have a banking account, there was discussion on the method of payment to the Secretary of State. Board Member Patel made a motion to authorize the payment of \$30.00 to the Georgia Secretary of State for the Corporation Filing from Monte Vavra's personal account to be reimbursed from the CVB account once the CVB account is open. Board Member Vavra seconded the motion. The motion carried unanimously.

BUDGET: Board Member Vavra outlined the proposed 2008 Budget for the CVB. He reviewed the need to allocate funds for Audits, Contracts, the need to develop Policy and Procedures, Error and Omissions Insurance, Procurement Policies. After review and discussion, it was recommended to allocate funding for Publications. Board Member Vavra made a motion to adopt the 2008 Budget as amended. Board Member Hodge seconded the motion. The motion carried unanimously. (Budget Attached).

FISCAL YEAR: Board Member Vavra made a motion to adopt October 1st through September 30th as the CVB Fiscal Year. Board Member Patel seconded. The motion carried unanimously.

OTHER BUSINESS: Chairperson Miller asked the members to present their ideas and suggestions at the next meeting. All ideas will be reviewed and priorities set. The next regularly scheduled meeting is set for Tuesday, April 8, 2008 at 3:00pm and will be held at 12000 Findley Road, Suite 300, Johns Creek Georgia.

There being no further business Board Member Vavra motioned to adjourn. Board Member Patel seconded the motion. The motion carried unanimously and the Special Called Meeting was adjourned.

Approved: _____
Bev Miller, Chairperson

Attested: _____
Penn Hodge, Secretary

JOHNS CREEK CONVENTION & VISITORS BUREAU BUDGET

Fiscal Year 2008

(Fiscal Year October 01, 2007 to September 30, 2008)

Beginning Balance 01/01/07		\$	-
Revenues:			
Contributions from Hotel/motel tax revenues			<u>200,000</u>
Expenditures:			
Professional Services:			
CAFR Reporting Requirements (Not an Audit)	6,500		
Directors & Errors insurance	2,000		
Accounting/Clerical fees (Due to COJC) (\$400/month)	2,800		
Publications	500		
Tourism, trade-show and convention promotion	<u>158,200</u>		
Total expenditures			<u>200,000</u>
Ending Balance 09/30/08		\$	<u> </u>