

**JOHNS CREEK CONVENTION
AND VISITORS BUREAU
November 18, 2008
Special Called Meeting Minutes**

The City of Johns Creek Convention and Visitors Bureau held their monthly meeting on Tuesday, November 18, 2008 at 3:00pm. The meeting was held in the Taylor Conference Room at Johns Creek City Hall 12000 Findley Road, Suite 300, Johns Creek, Georgia 30097. The meeting was open to the public.

MEMBERS PRESENT: Margaret Harris, Board Member
Max Patel, Vice Chairman
Sean Cecere, Board Member
Bev Miller, Chairperson

CITY STAFF PRESENT: Joan Jones, City Clerk
Scott Hastey, City Attorney

Chairwoman Miller called the meeting to order and thanked everyone for attending.

MINUTES: Board Member Harris, seconded by Board Member Cecere, motioned to approve the October 14, 2008 Meeting Minutes and the October 28, 2008 Special Called Meeting Minutes as presented. The motion carried unanimously.

REPORTS & PRESENTATION: Chairperson Miller presented a draft contract for website design and development with Karen Atherholt-BlueBonnettDesigns. The contract was reviewed by the board members and Attorney Hastey. Changes were noted and Chairperson Miller will contact Karen Atherholt about the changes.

OLD BUSINESS No Old Business to consider at this time.

NEW BUSINESS: Board Member Harris, seconded by Board Member Patel motioned to authorize Chairperson Miller to negotiate and enter into the contract with BlueBonnettDesigns for the JCCVB website. The motion carried unanimously.

WEBSITE: Discussion was held on what and how the JCCVB Website will look; what information, links, tabs, pictures, copy materials will be used. At this time, members determined the following "Tabs" will be used on the CVB website, Lodging, About Us, Dining, Business & Real Estate, Shopping, Event Planning, Calendar of Events, and Recreation.

COLLATERAL MATERIAL: Chairperson Miller asked that each member to take a Tab Topic and build the collateral material necessary to send to the webmaster. This would become an inventory of what Johns Creek has to offer to visitors and entice them to stay overnight. In addition, Board Member Patel recommended to collect this material

in one place as it may be used to create the brochures. The material will be kept by Clerk Jones.

FINANCIALS: As Treasurer Vavra was unable to attend this meeting, Chairperson Miller presented the September Financials and asked everyone to review. No discussion on this agenda item was held.

2009 MEETING CALENDAR: Board Members reviewed the calendar for the 2009 meeting schedule, discussion was held on various dates and times. Board Member Cecere made a motion to keep the regular monthly CVB meetings to 3:00pm on the second Tuesday of each month. Board Member Patel seconded the motion. The motion carried unanimously.

OTHER BUSINESS: Chairperson Miller and Board Member Harris updated the other members on their November 14th meeting with Janet Rodgers, President and CEO of the City of Alpharetta CVB. Chairperson Miller explained Mrs. Rodgers was very helpful and presented an outline of helpful steps our CVB can do now to build an effective organization.

Chairperson Miller reviewed her Logo Presentation that she will make at the November 24th City Council Meeting. Clerk Jones informed the members the T-shirts are in and will be ready for the council members. However the travel mugs will not be ordered as a new vendor will need to be located that would be able to produce a quality product. The shading on the logo is the issue.

There being no further business, Board Member Patel made a motion to adjourn. Board Member Cecere seconded the motion. The motion carried unanimously and the meeting was adjourned.

Approved:

Bev Miller, Chairperson

Attest:

Monte Vavra, Secretary/Treasurer