

Town of Blowing Rock

Tourism Development Authority

Minutes – April 13, 2005

The Town of Blowing Rock Tourism Development Authority met on Wednesday, April 13, 2005 at 2:30 a.m. in a special meeting. Present were Chairperson Bernard Keele, Vice-Chair Kent Tarbutton, Authority members Lynn Drury, Phil Pickett and Keith Tester, and Ex-officio members Scott Hildebran and Margaret Pierce. TDA Executive Director Susan Freshcorn was also present.

Call to Order

Chairperson Keele called the meeting to order and welcomed the Authority members. He stated the purpose of the meeting was to discuss the current FY 2004-05 budget as well upcoming budget related matters.

Budget/Financial Report

Finance Officer Margaret Pierce reviewed the FY 2004-05 Occupancy Tax collections year-to-date through February 2005 as well as the current financial statements and expected year-end expenses. (**Attachment #1 & #2**) Ms. Pierce stated that, due to several pending advertisement invoices and upcoming visitor center staffing/equipment expenses, a budget amendment would be needed to cover those expenditures.

Members discussed deferring Tourism Survey expenses to the next fiscal year and providing funding for part-time staffing of the Visitor Center (May through June).

After a brief discussion, motion by Vice-Chair Tarbutton and seconded by Member Pickett to approve a budget amendment to cover advertising and visitor center staffing expenses (**Attachment #3**). Motion unanimously approved.

Executive Director Susan Freshcorn advised that the Chamber of Commerce had provided an equipment list offering a telephone system, computer equipment, and a postage machine for purchase by the TDA (**Attachment #4**). The Authority requested that staff get an appraisal of the equipment in order to determine fair-market value. Once a value is established, the Authority will determine what items may be purchased.

Ms. Freshcorn requested authorization to proceed with the hiring of an assistant TDA director beginning July 1, 2005. Motion by Member Tester and seconded by Member Drury to create an Assistant Director position and authorize the hiring of an individual, with funding beginning on July 1, 2005. Motion unanimously approved.

Ex-officio Member Hildebran reviewed an initial draft of the FY 2005-06 TDA budget with outlined proposed funding to the Town of Blowing (**Attachment #5**). Mr. Hildebran advised that the budget would still need tweaking and that the proposed FY 2005-06 budget would be formally presented at the May TDA meeting. Member Tester requested that the TDA members review the draft document and share any budget thoughts with Member Hildebran in the next week or so.

Adjournment

With no further business, motion by Member Tester and seconded by Member Pickett to adjourn the meeting. Motion unanimously approved. Chairperson Keele adjourned the meeting at 4:00 p.m.

Bernard Keele, Chairperson

Scott E. Hildebran, Secretary

Attachments

#1 - Financial Statement

#2 - Visitor Center Interim Staffing Request

#3 - Budget Amendment

#4 - Chamber of Commerce Equipment List

#5 - Draft of FY 2005-06 TDA Budget/Town Funding Breakdown