

Tourism Development Authority

Minutes – August 3, 2005 (Recessed from August 2, 2005)

The Town of Blowing Rock Tourism Development Authority met on Wednesday, August 3, 2005 at 8:00 a.m. in a continuation of a recessed meeting from August 2, 2005. Present were Chairperson Bernard Keele, Vice-Chairperson Kent Tarbutton, Authority members Lynn Drury, Phil Pickett and Keith Tester, and Ex-officio members Scott Hildebran and Margaret Pierce. Interim Executive Director Lindsay Galvin was also present.

Call to Order

Chairperson Keele called the meeting to order and welcomed the Authority members. He announced that the meeting was to review the recommendations from High Country Host Executive Director Judy Donaghy on equipment/operations/staffing of the Visitor Center.

The following issues were discussed:

Equipment

- Cigarette/Garbage Container for entrance
- Entrance Door Chime/Bell & Self Closure
- IN-OUT White Board/Chalk Board

Motion by Member Tester and seconded by Member Drury to formally authorize the equipment and improvements recommended Ms. Donaghy. Motion unanimously approved.

Operational Policies

- Job Descriptions

- Operations Manual
- Fulfillment – Outsource

The TDA agreed to review the Operations Manual of the High Country Host and begin the development of an Operations Manual for the TDA. Member Drury agreed to finalize job descriptions for all staff once a decision is made on a future operational structure of the Visitor Center.

The Authority agreed that, at this time, the visitor fulfillment process should remain in-house.

Other

- Hours of Operation
- Schedule/Benefits
- Staffing level, paid and volunteers

The Authority agreed that the Visitor Center Hours of Operation would remain: Monday – Saturday: 9:00 a.m.- 5:30 p.m. and Sunday: 12:00 Noon – 4:00 p.m. through October. After that time, the Authority would review Sunday opening hours.

The Authority requested Town staff obtain a quote on a Security System for the facility.

The Authority committed to maintain 3 part-time positions (up to 20/hrs. per week) through October 31.

The Authority decided to pursue a meeting with the Blowing Rock Chamber of Commerce Executive Board to discuss the Chamber/TDA relationship.

Girl Scouts – Vice-Chair Tarbutton mentioned that the Girl Scouts would be completing the next Tourism Data Survey for the TDA in the next few weeks for \$1.00 per survey. He advised that the final survey scheduled for later in the year may cost more than the \$1.00 per survey. It was the consensus of the Board that as long as the Marketing Committee stayed within the budget allocation and worked with Finance Officer Margaret Pierce, no action was needed.

Harrison Sterne, Director of Finance Operations with Ginn Clubs & Resorts, advised that his firm was developing a resort just outside Blowing Rock, and he was in attendance to learn more about the community.

Assistant Director Galvin departed the meeting.

Closed Session

Upon motion of Member Tester and second by Vice-Chair Tarbutton, the Authority convened at 9:20 a.m. in closed session pursuant to - N.C.G.S. 143.318.11 (a)(6) for discussion of personnel issues.

At the conclusion of the discussions, the closed session was adjourned at 9:50 a.m.

Other

After a brief discussion, it was the consensus of the Authority to hold a joint meeting with the Blowing Rock Chamber of Commerce Executive Board to discuss the Chamber/TDA relationship and seek ways to pursue operational effectiveness and efficiency. A tentative date of August 15, 2005 at 8:00 a.m. was discussed.

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 9:55 a.m.

Bernard Keele, Chairperson

Scott E. Hildebran, Secretary

