

**Tourism Development Authority**

**Minutes – November 1, 2006**

**The Town of Blowing Rock Tourism Development Authority met on Wednesday, November 1, 2006 at 2:00 p.m. in a continuation of the October 26 meeting at Town Hall. 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.**

**Call to Order**

Chairperson Keele called the meeting to order and welcomed the Authority members. He stated that the meeting was a follow-up to October 26 meeting to discuss personnel issues.

**Closed Session**

Upon motion of Vice-Chair Tarbutton and seconded by Member Pickett, the Authority convened at 2:05 p.m. in closed session pursuant to N.C.G.S. 143.318.11 (a)(6) for discussion of personnel issues. Motion unanimously approved.

At the conclusion of the discussions, the closed session was adjourned at 2:45 p.m. No action was taken.

**Employee Handbook Amendment**

After a brief discussion, motion of Member Pickett and seconded by Member Drury to amend the TDA Employee Handbook to include the following:

- 1) Update per diem rates to match those of the Town of Blowing Rock in **Section 7.02 Travel Expenses**

*Breakfast - \$7.00*

*Lunch - \$15.00*

*Dinner - \$20.00*

2) Add a **Section 5.11.5 Off-Duty Conduct**

*Generally, the Blowing Rock TDA regards the off-duty activities of employees to be their own personal matters rather than that of the TDA Board. However, certain types of off-duty activities of employees represent potential concerns and liability to the TDA, and for that reason, the following is established as a guideline for off-duty conduct:*

*An employee who engages in, or is associated with illegal, immoral, hostile, harmful, or other conduct, the nature of which adversely affects the Blowing Rock TDA or the employee's ability or credibility to carry out his or her job responsibilities and any conduct of the employee in violation of any criminal statute of moral turpitude, may be subject to disciplinary action, up to and including dismissal.*

Motion unanimously approved. (**Attachment #1**)

**Consultant Payment**

After a brief discussion, motion of Member Drury and seconded by Member Pickett to provide Beth Cardin with a \$250 stipend for her recent facilitation services for the Authority and the Chamber of Commerce. Motion unanimously approved.

**Recess Meeting**

The meeting was recessed at 2:50 p.m. for 15 minutes. The meeting reconvened at 3:05 p.m.

**Closed Session**

Upon motion of Vice-Chair Tarbutton and seconded by Member Pickett, the Authority reconvened at 3:05 p.m. in closed session pursuant to N.C.G.S. 143.318.11 (a)(6) for discussion of personnel issues. Motion unanimously approved.

At the conclusion of the discussions, the closed session was adjourned at 3:55 p.m.

## **Adjournment**

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

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Bernard Keele, Chairperson

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Scott E. Hildebran, Secretary

## **Attachment**

**#1 – TDA Employee Handbook (as amended)**