



## **Carrboro Tourism Development Authority**

MINUTES of the December 7, 2020 via Zoom

MEMBERS PRESENT: Chair Donald Strickland and Dan Mayer

STAFF PRESENT: Jon Hartman-Brown, Staff Liaison

OTHERS PRESENT: Katie Loovis, Chapel Hill Chamber of Commerce representing the Carrboro Business Alliance (CBA)

---

Chair Strickland called the meeting to order at 3:00pm.

**1. Consider Minutes from the November 2, 2020 meeting**

The Board approved the minutes as presented with motion by Mr. Mayer, second by Chair Strickland.

**2. Financial Report Update**

Mr. McNallan was not present to present the financial report, but Chair Strickland noted that a copy was provided in the packet.

**a) Fiscal Year 2019-2020 Audit Report**

Chair Strickland noted the audit was included in the packet and that it was a “clean” audit. A motion was made by Chair Strickland to accept the audit, seconded by Mr. Mayer. The motion was approved unanimously.

**b) Invoice Review**

A motion was made by Mr. Mayer to approve the Visit Carrboro Launch Promotional items invoice, Music Festival invoice, Poetry Festival invoice, and Freight Train Blues invoice. The motion was seconded Chair Strickland and passed unanimously.

**3. Visit Carrboro Website Final Report**

Ms. Loovis presented the draft website final report as well as some recommended next steps to the Authority. The Authority discussed the need to include the recommendation items in their January meeting to develop a work plan for next year.

**4. Social Media Management RFP**

The Authority deferred this item until the January meeting.

**5. Other Business**

There was no other business to discuss.

The meeting adjourned at 4:00pm.