

**MINUTES OF THE
HATTIESBURG CONVENTION COMMISSION
&
MANAGEMENT**

Minutes of a regularly scheduled meeting of the Board Members of the Hattiesburg Convention Commission of the City of Hattiesburg, Mississippi, held at the Lake Terrace Convention Center.

September 22, 2016

Be it remembered that on the 22nd day of September, the Board Members of the Hattiesburg Convention Commission met. The meeting was called to order at **12:00 p.m.** by Andy Stetelman, Chairman of the Hattiesburg Convention Commission. The following Members of the Board were found to be present:

PRESENT

Bud Kirkpatrick
Charlie Jones
Andy Stetelman
Clyde Bryant
Charles Brown
Aubrey Lucas

ABSENT

Lewis Myrick

ALSO PRESENT

Frank James, HTC Liaison
Rick Taylor, Management
Carey Varnado, Legal Counsel
Salem Bunkheila, Management
Danielle Herrington, Administration
Marlo Dorsey, Marketing and Communications

Minutes from Previous Board Meeting

Upon motion made by Aubrey Lucas, duly seconded by Charles Brown, and after a full discussion, there was a unanimous favorable vote of the Board to approve the Minutes from the previous meeting.

Financial Report

Rick Taylor presented the current Financial Report. He indicated that the Special Sales Tax is currently at 1.3% above the prior year. Mr. Taylor also presented the Claims Docket for the Operations and Maintenance, Revenue and Capital Expansion Funds for ratification. Following these reports, he presented the YTD FYE 2016 Budget Report. A motion was made by Clyde Bryant, duly seconded by Charlie Jones, and after a full discussion, there was a unanimous favorable vote of the Board to accept the financial reports, and ratify the Claims Docket as presented.

**MINUTES OF THE
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Minutes of a regularly scheduled meeting of the Board Members of the Hattiesburg Convention Commission of the City of Hattiesburg, Mississippi, held at the Lake Terrace Convention Center.

July 28, 2016

Be it remembered that on the 28th day of July, the Board Members of the Hattiesburg Convention Commission met. The meeting was called to order at **12:00 p.m.** by Andy Stetelman, Chairman of the Hattiesburg Convention Commission. The following Members of the Board were found to be present:

PRESENT

Bud Kirkpatrick
Charlie Jones
Andy Stetelman
Lewis Myrick
Charles Brown
Aubrey Lucas

ABSENT

Clyde Bryant

ALSO PRESENT

Marshall Bell, HTC Liaison
Rick Taylor, Management
Carey Varnado, Legal Counsel
Salem Bunkheila, Management
Jessica Cathey, Administration
Danielle Herrington, Administration

Minutes from Previous Board Meeting

Upon motion made by Aubrey Lucas, duly seconded by Charles Brown, and after a full discussion, there was a unanimous favorable vote of the Board to approve the Minutes from the previous meeting.

Financial Report

Rick Taylor presented the current Financial Report. He indicated that the Special Sales Tax is currently at 1.4% above the prior year. Mr. Taylor also presented the Claims Docket for the Operations and Maintenance, Revenue and Capital Expansion Funds for ratification. Following these reports, he presented the YTD FYE 2016 Budget Report. A motion was made by Aubrey Lucas, duly seconded by Charles Brown, and after a full discussion, there was a unanimous favorable vote of the Board to accept the financial reports, and ratify the Claims Docket as presented.

Rick Taylor gave an update on the Mississippi Power refund from the City of Hattiesburg. He informed the Board that the \$168,000 remitted to the City due to the styling of Commission power bills could be applied

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towards the Saenger Theater GO Bond indebtedness. A motion was made by Charlie Jones, duly seconded by Aubrey Lucas, and after a full discussion, there was a unanimous favorable vote of the Board to send a Letter of Agreement to the Mayor and City Council to complete the payment of the Saenger Bonds.

Rick Taylor presented the FYE 2016 Amended Budget proposal. A motion was made by Aubrey Lucas, duly seconded by Charlie Jones, and after full discussion, there was a unanimous favorable vote of the Board to approve the amended budget. Subsequently, Mr. Taylor presented the FYE 2017 Budget Proposal. He noted small changes over the prior year, including a projected 2% growth in the special sales tax over the prior year, as well as slight facility operations increase. The personnel budget is expected to increase by 12.1% due to personnel need for operations of the Rope Course and the Eureka School. New information from the National Labor Relations Board will also change the way salaried employees are compensated, therefore affecting the budget. He noted that all other areas should remain constant. A motion was made by Bud Kirkpatrick, duly seconded by Charlie Jones, and after a full discussion, there was a unanimous favorable vote of the Board to accept the FYE 2017 Budget Proposal.

Old Business

Salem Bunkheila updated the Board on the progress of the High Ropes Adventure Course. He anticipates construction to continue through the end of July and beginning of August. He stated training for staff members to operate the Course would begin in August as well. There will be a waiver printed on the back of each ticket sold. There will also be the same language on a large sign that will hang next to the ticket booth.

New Business

There was no new business to discuss at this meeting.

Call for Other New Business

There was no other new business to discuss at this meeting.

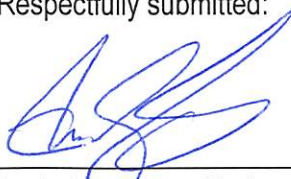
Operational Report

Legal Report There was no legal matters to report at this meeting.

Management Report Mr. Taylor reported on pertinent activities and operational data regarding the various projects and facilities of the Commission. Such discussion included status reports on the Convention Center, Saenger Theatre, the Visitors Center, African-American Military History Museum, Hattiesburg Zoo, Eureka School and trolleys.


With no other activities to report, upon motion made by Charles Brown, duly seconded by Charlie Jones, and with unanimous approval of members present, the meeting of the Hattiesburg Convention Commission was adjourned.

Respectfully submitted:



Andy Stetelman, Chair

Attest:



Richard Taylor, Executive Director

**MINUTES OF THE
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Minutes of a regularly scheduled meeting of the Board Members of the Hattiesburg Convention Commission of the City of Hattiesburg, Mississippi, held at the Lake Terrace Convention Center.

May 26, 2016

Be it remembered that on the 26th day of May, the Board Members of the Hattiesburg Convention Commission met. The meeting was called to order at **12:07 p.m.** by Andy Stetelman, Chairman of the Hattiesburg Convention Commission. The following Members of the Board were found to be present:

PRESENT

Bud Kirkpatrick
Charlie Jones
Clyde Bryant
Andy Stetelman
Lewis Myrick
Charles Brown
Aubrey Lucas

ABSENT

ALSO PRESENT

Marshall Bell, HTC Liaison
Rick Taylor, Management
Carey Varnado, Legal Counsel
Salem Bunkheila, Management
Jessica Cathey, Administration
Danielle Herrington, Administration
Jabe Mills, CPA, CFE, Topp McWhorter Harvey, PLLC

Minutes from Previous Board Meeting

Upon motion made by Charlie Jones, duly seconded by Bud Kirkpatrick, and after a full discussion, there was a unanimous favorable vote of the Board to approve the Minutes from the previous meeting.

Financial Report

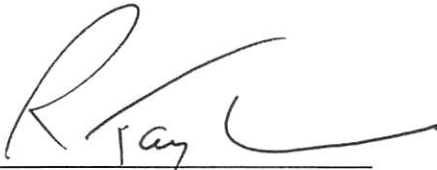
Rick Taylor introduced the agenda item *2015 Audit Report*, which was presented by Jabe Mills of Topp McWhorter Harvey, PLLC. Upon motion made by Aubrey Lucas, duly seconded by Charles Brown, and after a full discussion, there was a unanimous favorable vote of the Board to consider calling an Executive Session. Upon motion made by Aubrey Lucas, duly seconded by Charlie Jones, and after a full discussion, there was a unanimous favorable vote of the Board to convene into and Executive Session.

Respectfully submitted:



Andy Stetelman, Chair

Attest:



Richard Taylor, Executive Director

**MINUTES OF THE
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Minutes of a regularly scheduled meeting of the Board Members of the Hattiesburg Convention Commission of the City of Hattiesburg, Mississippi, held at the Lake Terrace Convention Center.

March 24, 2016

Be it remembered that on the 24th day of March, the Board Members of the Hattiesburg Convention Commission met. The meeting was called to order at **12:13 p.m.** by Andy Stetelman, Chairman of the Hattiesburg Convention Commission. The following Members of the Board were found to be present:

PRESENT

Bud Kirkpatrick
Charlie Jones
Clyde Bryant
Andy Stetelman
Lewis Myrick
Charles Brown
Aubrey Lucas

ABSENT

ALSO PRESENT

Marshall Bell, HTC Liaison
Rick Taylor, Management
Carey Varnado, Legal Counsel
Salem Bunkheila, Management
Jessica Cathey, Administration
Danielle Herrington, Administration

Minutes from Previous Board Meeting

Upon motion made by Aubrey Lucas, duly seconded by Charlie Jones, and after a full discussion, there was a unanimous favorable vote of the Board to approve the Minutes from the previous meeting.

Financial Report

Rick Taylor presented the current Financial Report. He indicated that the Special Sales Tax is currently at 3.0% above the prior year. Mr. Taylor also presented the Claims Docket for the Operations and Maintenance, Revenue and Capital Expansion Funds for ratification. Following these reports, he presented the FYE 2016 Budget Report. A motion was made by Aubrey Lucas, duly seconded by Clyde Bryant, and after a full discussion, there was a unanimous favorable vote of the Board to accept the financial reports and ratify the Claims Docket as presented.

Respectfully submitted:



Andy Stetelman, Chair

Attest:



Richard Taylor, Executive Director

**MINUTES OF THE
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Minutes of a regularly scheduled meeting of the Board Members of the Hattiesburg Convention Commission of the City of Hattiesburg, Mississippi, held at the Eureka School Museum Cafetorium.

January 28, 2016

Be it remembered that on the 28th day of January, the Board Members of the Hattiesburg Convention Commission met. The meeting was called to order at **12:13 p.m.** by Lewis Myrick, Vice-Chairman of the Hattiesburg Convention Commission. The following Members of the Board were found to be present:

PRESENT

Bud Kirkpatrick
Charlie Jones
Clyde Bryant
Andy Stetelman
Lewis Myrick
Charles Brown

ABSENT

Aubrey Lucas

ALSO PRESENT

Marshall Bell, HTC Liaison
Rick Taylor, Management
Carey Varnado, Legal Counsel
Salem Bunkheila, Management
Jessica Cathey, Administration

Minutes from Previous Board Meeting

During the discussion of the minutes Charles Brown inquired about the status of the Mississippi Power Rebate and the \$168,000 portion owed to the Convention Commission. Rick Taylor replied that the entire refund was sent to the City due to the coding of our accounts with MS Power. He stated that to date he has not received a response from the City about its status, but plans to address it further in the upcoming weeks. Upon motion made by Charles Brown, duly seconded by Charlie Jones, and after a full discussion, there was a unanimous favorable vote of the Board to approve the Minutes from the previous meeting.

Financial Report

Rick Taylor presented the current Financial Report. He indicated that the Special Sales Tax is currently at 4.6% above the prior year. Mr. Taylor also presented the Claims Docket for the Operations and Maintenance, Revenue and Capital Expansion Funds for ratification. Following these reports, he presented the FYE 2016 Budget Report. A motion was made by Bud Kirkpatrick, duly seconded by Clyde

Bryant, and after a full discussion, there was a unanimous favorable vote of the Board to accept the financial reports and ratify the Claims Docket as presented.

Old Business

Rick Taylor informed the Board that the Management Contract Renewal between the Hattiesburg Convention Commission and the Hattiesburg Tourism Commission has been executed and signed by both Board Chairs. He stated that the Hattiesburg Tourism Commission has requested the convening of the Joint Personnel Committee as described in the contract.

New Business

There was no new business to discuss at this meeting.

Call for Other New Business

There was no new business to discuss at this meeting.

Operational Report

Legal Report Carey Varnado reported to the Board on various legal matters pertaining to the Commission. He informed the Board that he had been looking at various Attorney General Opinions regarding the Commission's Work Session and applicable laws regarding that meeting of the Chair and/or Vice-Chair with staff to review Commission status each month. He noted that the Commission was in good legal standing because it provides public notice of both the Work Sessions and the full Board Meetings. He explained that anytime two or more board members meet to discuss business it is considered a meeting and must be publicly noticed.

Management Report Rick Taylor reported on pertinent activities and operational data regarding the various projects and facilities of the Commission. Such discussion included status reports on the Convention Center, Saenger Theatre, the Visitors Center, African-American Military History Museum, Hattiesburg Zoo, Eureka School and trolleys.

Rick Taylor informed the Board that the Saenger Theater re-roof has been completed; staff along with the contractors are working to find and repair three elusive leaks that remain. He noted that the train is closed at the Hattiesburg Zoo due to erosion of a pipe near Gordon's Creek along the train tracks. The carousel is also closed and in need of repair. He also notified the Board that the jaguar "Samson" has passed away. He explained that he plans to replace the jaguar and renovate several exhibits throughout the zoo. Rick Taylor replied that he is currently looking for quotes to have the Eureka School "tempered" to keep it dry and prevent damage to the work that has been completed by the temperature-driven expansion and contraction. He added that he hoped to receive a quote prior to the next board meeting and that he would likely ask for ratification of spending of reserves for this important work or that he would ask for a special meeting to be called to approve the swift implementation of the necessary equipment.

With no other activities to report, upon motion made by Bud Kirkpatrick, duly seconded by Charles Brown, and with unanimous approval of members present, the meeting of the Hattiesburg Convention Commission was adjourned.

Respectfully submitted:



Andy Stetelman, Chair

Attest:



Richard Taylor, Executive Director

**MINUTES OF THE
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Minutes of a regularly scheduled meeting of the Board Members of the Hattiesburg Convention Commission of the City of Hattiesburg, Mississippi, held at the Lake Terrace Convention Center.

November 19, 2015

Be it remembered that on the 19th day of September, the Board Members of the Hattiesburg Convention Commission met. The meeting was called to order at **12:10 p.m.** by Charles Brown, Secretary/Treasurer of the Hattiesburg Convention Commission. The following Members of the Board were found to be present:

PRESENT

Bud Kirkpatrick
Charlie Jones
Clyde Bryant
Aubrey Lucas *via teleconference*
Charles Brown

ABSENT

Lewis Myrick
Andy Stetelman

ALSO PRESENT

Marshall Bell, HTC Liaison
Rick Taylor, Management
Carey Varnado, Legal Counsel
Salem Bunkheila, Management
Jessica Cathey, Administration

Aubrey Lucas entered the meeting via teleconference.

Minutes from Previous Board Meeting

Upon motion made by Bud Kirkpatrick, duly seconded by Charlie Jones, and after a full discussion, there was a unanimous favorable vote of the Board to approve the Minutes from the previous meeting.

Financial Report

Rick Taylor presented the current Financial Report. He indicated that the Special Sales Tax ended the 2015 Fiscal Year at 4.3% above the prior year. Mr. Taylor also presented the Claims Docket for the Operations and Maintenance, Revenue and Capital Expansion Funds for ratification. Following these reports, he presented the FYE 2015 Budget Report. A motion was made by Charlie Jones, duly seconded by Clyde Bryant, and after a full discussion, there was a unanimous favorable vote of the Board to accept the financial reports and ratify the Claims Docket as presented.

Old Business

Rick Taylor discussed the proposed renewal Hattiesburg Convention and Tourism Commissions Contract for Professional Project and Operations Management Services. A motion was made by Charlie Jones, duly seconded by Clyde Bryant, and after a full discussion, The Commission approved the contract between the Tourism Commission and the Convention Commission.

Aubrey Lucas exited the meeting.

Rick Taylor discussed the 2% special sales tax levied on restaurants, caterers and package stores in Hattiesburg and the possibility that some businesses may not be aware of its application on their operations. After general discussion, Bud Kirkpatrick made a motion that the Finance Committee work with the Commission attorney to address this matter. Upon a second to this motion by Charlie Jones, the Board Members present unanimously voted to approve this motion.

New Business

There was no new business to discuss at this meeting.

Call for Other New Business

Rick Taylor informed the Board that the Commission would be receiving a rebate from the Mississippi Power Company. He informed the Board that the Hattiesburg Convention Commission's Mississippi Power Company account is currently joined with the City of Hattiesburg's master account, but indicated that all CC facility power bills are sent directly to the Commission and that payments were made by the Commission directly to MS Power. In light of this refund, Rick Taylor requested that the Board authorize a one-time allocation of \$40,000 (from the refund money) to provide matching funds for the MDOT Grant to install the plantings and other physical modifications of the Hwy 49 beautification project. A motion was made by Charlie Jones, duly seconded by Clyde Bryant, and after a full discussion, the Commission authorized a one-time allocation of \$40,000 to the Hwy 49 beautification project.

Operational Report

Legal Report Carey Varnado reported to the Board on various legal matters pertaining to the Commission including proposed contracts and agreements.

Management Report Rick Taylor reported on pertinent activities and operational data regarding the various projects and facilities of the Commission. Such discussion included status reports on the Convention Center, Saenger Theatre, the Visitors Center, African-American Military History Museum, Hattiesburg Zoo, Eureka School and trolleys.

Rick Taylor gave a brief history of the development of the Convention Center to the newest board members. He also announced that the concession stand at the zoo will be closed due to renovation/expansion and that the sponsorship will be announced soon.

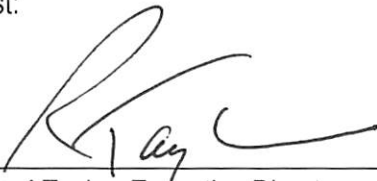
With no other activities to report, upon motion made by Bud Kirkpatrick, duly seconded by Charles Brown, and with unanimous approval of members present, the meeting of the Hattiesburg Convention Commission was adjourned.

Respectfully submitted:



Andy Stetelman, Chair

Attest:



Richard Taylor, Executive Director