

MEXICO BEACH COMMUNITY DEVELOPMENT COUNCIL
MINUTES OF MEETING

Type: Monthly Meeting
When: Thursday, June 20, 2019 - Mexico Beach Welcome Center
Attending:

Sandie Yarbrough	Director	Debbi Mulligan	Director
Cathey Hobbs	Director	Kimberly Shoaf	President
Robert Carroll	Director	Melissa Williams	
Wylie Petty	Director		

The meeting was brought to order at 10:02 a.m. Roll was called and a quorum was present. After review, a motion was made by Director Hobbs and seconded by Director Mulligan to approve the May 16, 2019 monthly meeting minutes. The motion passed unanimously.

President Shoaf reviewed the financial report. A motion was made by Director Carroll and seconded by Director Petty to accept the FY19 YTD Financial Report. The motion passed unanimously.

- Bank Transfer – President Shoaf updated the Board regarding a November bank transaction unintentionally performed by Director Frost stating that this error was corrected immediately. She reminded the Board that this was during the period of audit and that Roberson had placed the transaction, in error, as an audit invoice.
- Certificate of Deposits – President Shoaf stated that three separate certificate of deposits that MBCDC had secured in preceding years could be cashed out and hopefully without penalties. After discussion, a motion was made by Director Petty and seconded by Director Mulligan to cash in the three certificate of deposits and place the funds in the MBCDC’s checking account. The motion passed unanimously.

Tourist Development Tax Collections:

President Shoaf discussed the April 2019 and year-to-date tourist development tax collections.

Ongoing Business:

- **Welcome Center Temp Office** – President Shoaf submitted three quotes to the Board for purchase of a temporary office trailer to be used as the Welcome Center. She stated that Williams/Scotsman would not sell the current temporary office trailer but could provide a new office trailer at an approximate price of \$55,000. After discussion, a motion was made by Director Carroll and seconded by Director Petty to authorize President Shoaf to purchase an office building not to exceed \$46,000. The motion passed unanimously.

New Business:

- **Board Vacancy Seat** – President Shoaf read aloud Mrs. Frost’s letter of resignation along with acknowledgement of Mr. Terry’s resignation letter and the vacancy of City Councilmember Mrs. Albrecht. The board currently has seat vacancy in the resident, tourism business and city council representative board seat. After discussion of the city council representative seat opening, a motion was made by Director Carroll and seconded by Director Petty to request Mr. Mayor Al Cathey to fill the Mexico Beach Community Development Council’s city council seat representative. The motion passed unanimously. Discussion followed regarding requirements and advertising for the tourism business and resident seat openings on the Board.
- **FY20 Budget** – President Shoaf reviewed a draft of the FY20 proposed budget. After discussion on rent, Director Carroll recommended that President Shoaf add payment of water/sewage into the budget. President Shoaf stated that the FY20 budget would need to be approved by the August Board meeting and submitted to the Bay Co. TDC by September 1.
- **Shoaf Employee Contract** -President Shoaf stated according to her contract that an evaluation would need to be completed by September 1. After discussion, Director Mulligan, Director Carroll and Director Hobbs were appointed to the evaluation committee. The evaluation committee evaluated President Shoaf onsite and recommended that the board sustain President Shoaf for another year with the same pay and health insurance benefits. A new contract for the FY20 will be drafted and sent to Attorney Burke for re-signing.

- **BP Gulf Tourism and Seafood Promotion Fund Grant** – President Shoaf informed the Board that a sixth and final BP Gulf Tourism and Seafood Promotion Fund Grant was received. President Shoaf addressed the board regarding website updates as well as other marketing print publications to consider placing the funds towards. A motion was made by Director Mulligan and seconded by Director Hobbs to utilize the final BP Gulf Tourism and Seafood Promotion Fund Grant for advertising and website updates. The motion passed unanimously.

Events:

- Gollywhopper – President Shoaf reminded the Board that the Gollywhopper fishing tournament was this Saturday, June 22, to be held at the Mexico Beach boat ramp.
- Offshore Classic – President Shoaf stated this two-day tournament is set for July 26-27 at the Mexico Beach Marina.

Miscellaneous:

Director Petty requested an open sign specifying Mexico Beach businesses now open. After discussion, President Shoaf stated she will work on this project.

A motion was made by Director Carroll and seconded by Director Petty to adjourn the meeting. The motion passed unanimously.

Robert Carroll
Secretary/Treasurer
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