

HALIFAX AREA ADVERTISING AUTHORITY

Regular Meeting

CVB Office- 2nd Floor Conference Room

Wednesday, January 15, 2014

SUMMARY MINUTES

The minutes reflect a summarized view of the gathering

Board Present:

Steve Farley, Kyri Drymonis, Blaine Lansberry, Jason Reader, Libby Gallant, Samir Naran, Sharon Mock, and Dan Francati.

Board via Phone:

Chris Bowler

Board Absent:

Pravin Patel, Michael Kardos

Guests:

Evelyn Fine, Bob Davis, Charles Hargrove, Scott Chesley, Jeffrey Cassady, Kay Galloway, Barry Lott, Susan Zeigler, Gary LaPage, Carol Bradford, Vida Robertson Foley, Mitch Moore, Hardy Smith, Barbara Kelly, Jennifer Labonte, John Bisignano, and Dan Ward.

Staff:

Liz Grindell, Lisa Bordis, Linda McMahon, Greg Price, Tara Hamburger, Jennifer Kanaris, Sharon Bernhard, Gentry Robinson, Roxanne Olsen and Shawn Abbatessa.

CALL TO ORDER

Chair Daniel Francati called the meeting to order at 1:02PM

1. Approval of Minutes

Chair Francati asked for a motion to approve the minutes from the December 18, 2013 HAAA Board Meeting as presented.

STEVE FARLEY MADE A MOTION TO APPROVE THE MINUTES FROM DECEMBER 18, 2013 BOARD MEETING AS PRESENTED. SHARON MOCK PROVIDED THE SECOND. THE MOTION PASSED 9 TO 0.

2. Chairman Report

Chair wants to thank the staff for all of their hard work. The numbers are up and the staff is working so hard. He thinks it is time to let the community know we are a functioning group and working on the problems.

Hentz Bonus

Chair brought up the need to review the bonus Hentz is due. Hentz has provided the chair with a sheet as to what he believes he is owed. Generally this would go to the finance company, but he suggests giving it to Bernadette at James P. Moore and have her audit the sheet. She then could come back and say if it ties into HAAA numbers. Then the board could approve it afterwards. He does not believe this needs a vote but wants to make sure the board is okay with it being done that way.

Workshop on Policies and Procedures

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Chair wants a Policy and Procedure workshop before the February 26th meeting. This would be a workshop and is not counted as a missed meeting if you cannot attend. He will get it out shortly to the board. The board does not have a particular day of the week that will work, they are equally bad. He wants to push for before speed weeks.

February meeting date

Chair talks about the need for a February meeting date. Lisa Bordis adds there is no date that has been voted on. She also adds that the meeting would not be able to start until 2:00pm because the board room they are in now is already booked. Chair suggests maybe a hotel can host it. He cannot use his club house on Wednesday because of paid persons in it.

LANSBERRY MADE A MOTION TO APPROVE THE FEBRUARY 26, 2014 MEETING. THIS IS TO INCLUDE FINDING A LOCATION THAT CAN HOST IT SO IT CAN START AT 1:00PM BECAUSE THESE MEETINGS ARE ALREADY LENGHTY. KYRI DRYMONIS SECONDED. MOTION PASSED 9 TO 0.

Push. contract ending

Chair reminds the board that the Push. contract is ending in September of this year. He will have it on the agenda in February for either an extension or to open it up for bid. He does not want to discuss it today, but for the board to think about it over the next month and they can discuss it in February.

Two Special events were brought to the chair. He is going to allow them a few minutes each to present and see if the board is interested.

Central Florida Sports Commission

John Bisignano came to the board to request funding. They are here to drive business to Daytona Beach with sports. He presented to the board back in August and got an approval for \$55,000 for his November 2014 FIG Trampoline & tumbling World Championships event. He is asking for an additional \$15,000 towards this event. The Ocean Center original cost was \$110K and now is at \$230K based on significant change in scope of the event. This is a televised event and very valuable to our community.

Bisignano is also asking for \$27,000 for a May 2014 event. He says we own this event and it is a reoccurring event. This will total 4,000 room nights in year one. This can be an event that comes back years down the road. He provided HAAA with the backup to why he is asking for so much and what it will be going to. This is a first time event and a five year contract.

Discussion about where the money could come from. Chair adds there is another funding request to follow this one as well. Liz Grindell suggest from the reserves or special events. Chair said the additional \$15k could come from next year because it is in November.

Reader gives some more information on what the partners are doing to get involved to help this event be successful. To him it is important to support this event. Grindell would recommend this funding to come out of reserves. Reader asks how much is in the reserves. Grindell said it is in access of \$600,000.

JASON READER MADE A MOTION TO GIVE CENTRAL FLORIDA SPORTS COMMISSION THE ADDITIONAL \$15,000 FOR THE NOVEMBER 2014 GYMNASTICS EVENT. BLAINE LANSBERRY SECONDED THE MOTION. MOTION PASSED 9 TO 0.

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A person from public asked how this ties in with the \$400,000 already given to the Ocean Center. He says they have already put in \$55,000 and when does the Ocean Center pay these types of funds. Don Poor was given the opportunity to explain about the funds. He explains that about \$160,000 is going to new positions to get leads and bring people here. Also \$40,000 is going to a promotional fund which is going towards the May event. Chair said that sometime in the near future he would like him put on the agenda for an update on what the funds are going towards.

JASON READER MADE A MOTION TO GIVE CENTRAL FLORIDA SPORTS COMMISSION \$27,000 TO GO TOWARDS THE MAY 2014 JUNIOR PAN AMERICAN CHAMPIONSHIPS TO BE TAKEN OUT OF THE RESERVES. STEVE FARLEY SECONDED THE MOTION. MOTION PASSED 9 TO 0.

Daytona Car Shows- Spring Turkey Run

Barbara Kelly and Jennifer Labonte came to the board for funding of \$20,500. This event is at the end of March 2014. This event is in the infield of the Daytona International Speedway. This show currently has about 1,300 cars and more than 400 vendors. This is the sister show of the Fall Turkey Run. Many people do not even know that it exists. This is the 26th year and they have done all types of marketing, advertising, sales, etc. They are bringing on a new type of marketing which they have not done before in hopes of making this event as successful as the Fall Turkey Run. They want to make a vacation package for the people coming to this event. They are going to be discounting their tickets which they hope will bring people to stay overnight instead of just a day trip. Last year they had about 12,000 spectators and 1,300 vendors with 13% are local.

Lansberry adds not only do they put on these shows, but they give grants from the funds raised at these shows to much of the local community. The entire community benefits from it.

Reader says that it looks like the bulk of the advertising this money would go to is for places that would need to stay overnight. They are already spending \$80K on this event in addition to the \$20K they are asking for now.

LANSBERRY MADE A MOTION TO SUPPORT THE SPRING TURKEY CAR SHOW EVENT FOR \$20,000. READER SECONDED. MOTION PASSED 9 TO 0.

*Discussion about putting Daytona Beach booking engine and website on their site. Labonte agrees to add the booking engine and website to theirs.

3. Financials

Grindell presented the board with the financials. Grindell tells the board the money has been transferred for the month of December. She gives the board a legal size sheet with a graph cart to show a snap shot of how each month compares to prior years, same month. This is the collections of the CDT from 2006 through current. Chair said they are open for suggestions if anyone knows of an easier way to read it. Reader suggests just putting the full year on it. Grindell also provided the board with HAAA's FY-14 overview. *Grindell will email all the pages that backs this up.* They are working on assigning the account numbers for each. Reader asks if it is possible the change the wording to 2013/14 to Actual Budget because it is the budget now. Grindell said yes she can do so.

STEVE FARLEY MADE A MOTION TO APPROVE THE FINANCIALS AS PRESENTED. KYRI DRYMONIS SECONDED THE MOTION. MOTION PASSED 9 TO 0.

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Grindell explains that new hires have to wait 90 days before they get benefits. Reader thinks that 90 days is good and generally what it is everywhere else as well.

READER MADE A MOTION TO START THE EMPLOYEES 401K AFTER 90 DAYS PROBATION. NARAN SECONDED THE MOTION. MOTION PASSED 9 TO 0.

4. ADR/OCC Rate

Evelyn Fine presents the board with the November ADR/OCC rates. The Occupancy is up about 7% but we saw a 1% decrease in the Average Daily Rate. She is ready to see the detail on the county collections as most of the time you see some late payments which always affects this. However, 7% is not bad which leads her to believe it is about an 8% increase. She talks about Thanksgiving weekend being important to us, there is a dramatic difference in the results.

5. NAIA Update

Hardy Smith with City of Daytona Beach came to give a progress report on the NAIA football game. A team from staff and city staff went up to Rome, GA to preview the NAIA game. They came away enthused on how big this can be. The idea of Daytona Beach for these NAIA participant's and the great weather they will be enjoying in the coming years. They were excited and hyped to come to Daytona Beach. The event was a big deal in the community from the small guys to the big guys in the community. The City of Daytona Beach thinks we have a real opportunity to pay big dividends. The profit is in the ticket selling. The more tickets we sell, we can get our money back. Smith adds that our facility is better than the one in Rome, GA.

6. Ad Committee Suggestions

The board challenged the committee to come up with a way to spend the extra money left from last year's collections. There is somewhere in the \$500K to \$600K remaining. Chair gives the floor to Fine so she can go over the options the Ad Committee and Push came up with. They came up with two options for HAAA to choose from.

Option one would pay down \$100K of the current media plan which originally was in the rear about \$130K. Option one would then put three large insertions in Southern Living FL/GA region. It also would put in three insertions to AAA FL/GA/TN regions. Lastly, it would integrate a South Florida plan of about \$250K.

Option two would also pay down the current media plan but for the entire \$130K. This plan would fund three insertions in AAA FL/GA/TN region. It would also integrate a South Florida plan of about \$250K.

Many board members expressed their concerns about going into South Florida. They are finding it odd to go after a customer whom already has a beach where they live. Push thinks people who live at beaches, go to other beaches for vacation. This is a large market that has already showed some interest in our area. Naran adds he has some reservations about going this route. He does not think that people are going to travel north to go to the beach. He thinks the numbers coming from South Florida are for the special events we already have established.

Chair adds we are trying to reestablish ourselves with AAA and they book a lot of business through them. This is critical in what we are trying to do with our destination.

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Push presents to the board their 'plan C'. This includes paying down the overage of \$100K, getting in Southern Living Florida/Georgia, an AAA South Partnership and an AAA East Central Partnership.

Reader likes this plan better. He is however a little concerned about all this money going into print. He asks about the current amount being spent in digital. Push said they are at 24% digital and 14% print. The current plan is pretty light on print. Slowly we have gotten away from print and more into digital. Reader thinks if we put our print, we need to support with digital. Fine agrees, and says that with this print we should beef up the digital.

Chair tells the board they can always approve part of this plan so we have something to start with. There was discussion on the different options they could choose from.

READER MADE A MOTION TO APPROVE PUSH'S 'PLAN C' WHICH INCLUDES SOUTHERN LIVING \$110K, AAA SOUTH PARTNERSHIP \$161,175 AND AAA EAST CENTRAL PARTNERSHIP \$137,168. THE ENTIRE DIGITAL PLAN WOULD RUN ABOUT \$408K. IN ADDITION, SUPPORT THE SAME MARKETS WITH DIGITAL UP TO THE \$675K WHICH WOULD BE AROUND \$275K. FARLEY SECONDED THE MOTION. MOTION PASSED 9 TO 0.

Chair wants Push to come back at the February 26th meeting with a plan to spend that money in digital. Grindell adds that if we used the overflow money to pay for this motion, it would be easier to get approved by County Council. Reader adds this adds up to about that amount.

7. Consent Agenda

a) McGladrey Contract

Chair gave the McGladrey contract to the board for review and approval. They will be the ones performing the special audit requested by County Council. Basically it is for up to \$30K with a scope of work. This includes what they will be looking at and how many pieces of paper they will touch. Chair adds this will be reviewed by Charles Hargrove and he will have to approve it. There may be a few minor changes to the scope, but the contract itself will not change. McGladrey will compare our media plan to the paperwork and expenses.

FARLEY MADE A MOTION TO APPROVE THE MCGLADREY CONTRACT. GALLANT SECONDED. MOTION PASSED 9 TO 0.

b) Curley and Pynn Contract

Curley and Pynn were approved last meeting to renew their contract through September 2014. The board has been provided with their new contract and now need to review and approve it.

GALLANT MADE A MOTION TO APPROVE THE CONTRACT FOR CURLEY AND PYNN. MOCK SECONDED. MOTION PASSED 9 TO 0.

c) Daytona International Speedway Funding Request

Shawn Abbatessa presents the Daytona International Speedway funding request. There is \$25K in the budget for racing events. They are bringing in a FAM during race week that includes things like Family Circle etc. Because of the time of the year, they are having trouble finding accommodations for these rooms. They do not want to book these travel writers in Orlando to come here. They are looking for up to \$20K to help with travel, lodging, and transportation. We will be able to be side by side with these people. We have an employee who will be able to go to all the events the travel writers will be

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attending. These same travel writers will be coming back in 2016 to see the Daytona Rising project completed.

MOCK MADE A MOTION TO APPROVE UP TO \$20,000 FOR THE DAYTONA INTERNATIONAL SPEEDWAY FAM TRIP. LANSBERRY SECONDED. MOTION PASSED 9 TO 0.

d) Pocket Guide

Abbatessa brings the board the pocket guide. We are in the need of a reprint and redesign. With the new Visitors Guide being done, it is a perfect time to redo these. This was originally done in 2011 and produced in 2012. Kay Galloway designed the piece. There were 75,000 printed for about \$20,000. This would be bided out. He would like to get Galloway to redesign to make the guide match the visitors guide. Gallant asks if this cost is in the budget. Abbatessa said it is not. However, they did not spend any money on the Visitors Guide which was originally in the budget. This would be the same line item is they choose to use the funds for the pocket guide. Galloway agreed to redesign the pocket guide. The process will start as soon as possible if approved. Chair asked Galloway, "If we approve this motion, will you be able to come back on the 26th of February to give us an idea of what it would look like?" Galloway hopes to be done printing by then.

GALLANT MADE A MOTION FOR UP TO \$25,000 FOR REPRINT OF THE POCKETGUIDE FOR 2014. FARLEY SECOND. MOTION PASSED 9 TO 0.

e) Toronto Media Event

Abbatessa and Robinson pitch to the board doing a Toronto Media Event with Curley and Pynn. This is for two Toronto Media events. Robinson will be in New York and then going to Toronto but this would allow her to make a bigger impact by being able to stay longer. She asked Curley and Pynn to prepare the travel cost for them to attend. This is a list of hard cost for travel and time. Creation for the event would be absorbed in the retainer. The cost would be \$4,700 per the invoice provided.

Naran brings up the first cost of \$1,000 for time. It was explained that is above the contracted time already budgeted. Reader doesn't want to hold this up over \$3,000 but he thinks it is crazy to pay one person this amount for one person for 3 days. Mock asked about sending someone from staff. Abbatessa says no way someone can go from staff, as they are already shorthanded as well. Robinson could still go but it would put her out of the office for one straight week. Naran is concerned about giving more money to Curley and Pynn due to already increasing their monthly fee just last month.

NO MOTION WAS MADE FOR THIS REQUEST.

f) Simpleview Summit

Abbatessa explains they budgeted for the Simpleview Summit this year. This would be for two people, Shawn Abbatessa and Greg Price to attend. This is a 4 day seminar to take basic training on the website and taking them to the next level with features and functions. This is April 26th-May 1st.

READER MAKES A MOTION FOR \$4,966 FOR SIMPLEVIEW SUMMIT. DRYMONIS SECONDED THE MOTION. MOTION PASSED 9 TO 0.

g) Destination Travel Network

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Abbatessa explains the Destination Travel Network option to advertising on our own website. Our partners would have the ability to advertise on our website. DTN would handle all of it from beginning to the end. This money could be put back into the cost of running the site all year. The board would have full choice of how many, sizes, etc. on what can and cannot be advertised on the site. Lansberry would like an email with examples of other websites that current use this program so they can see it before voting on it. The board could dictate which pages the ads would be allowed and everything. Abbatessa advised he would send an email with all the information to the board tomorrow.

h) Funding Request

- **USA Weightlifting - \$3,000**
- **USA Boxing - \$3,500**
- **Humane Society – up to \$18,000 for transportation**
- **National Cheerleading Association – up to \$25,000**

Chair asks Grindell to give an overview of the entire above funding request. These were approved by the committees. They are budgeted. We are at the point where we need to spend the money so we need an approval. The USA Weightlifting & Boxing are going to come out of Sports Opportunity Fund. These met all the criteria and are recommended by the committee.

DRYMONIS MADE A MOTION TO APPROVE ALL FOUR FUNDING REQUEST (i.j.k.l. on Agenda). READER SECONDED THE MOTION. MOTION PASSED 9 TO 0.

i) Communications Coordinator Position

Abbatessa provided the board with the position description. As stated earlier, this is a one person department which was 3 people. Since she has come on board, she has had so much going on that she really thinks that bringing on another person to help will really be positive to the destination. Having a person who can focus on social media and manager our event database will be extremely helpful. This would be a new position; this was not budgeted for this year. The salary range would be \$30K-\$35 and Robinson believes she could hire someone who will meet the qualifications and accept the salary range. She has a lot of travel coming up and this would relieve some of the everyday requirements.

FARLEY MADE A MOTION TO APPROVE THE NEW COMMUNICATIONS COORDINATOR POSITION. READER SECONDED. MOTION PASSED 9 TO 0.

j) 2014 Meeting Dates

LANSBERRY MADE A MOTION TO APPROVE THE PROPOSED 2014 DATES. MOCK SECONDED. MOTION PASSED 9 TO 0.

8. Executive Director Search Committee

a. Mid-Florida Marketing Contract

Gallant gives the board an update on where they are at with the search. The committee made a recommend to reach out to Fine to help with the search. Fine will accept the applications and answer questions from possible candidates. Her number would be listed on the site for people to call in and discuss the position. She would present the applicants to the committee for review. They will not be using a search firm and would like this to move quickly.

b. Position Description

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There is a position description that has been provided for the board to approve. This has been approved by the committee and will be given with the ads for people to see. This is similar to the description used for the search for SouthEast. There may be a few typos that need to be fixed.

GALLANT MADE A MOTION TO APPROVE THE \$7,500 CONTRACT FOR MID-FLORIDA MARKETING AND RESEARCH FOR THE JOB SEARCH. FARLEY SECONDED. MOTION PASSED 9 TO 0.

GALLANT MADE A MOTION TO APPROVE THE POSITION DESCRIPTION WITH TYPOS CORRECTED. LANSBERRY SECONDED. MOTION PASSED 9 TO 0.

c. Search Committee Budget

They need to set some type of budget for the search committee to work with. The presented costs are currently estimated around \$2,200 for all the listings Bordis gave the board. These would cover 30 days of listings. Mock suggest raising that amount in case of surprises

READER MADE A MOTION TO APPROVE UP TO \$5,000 FOR SEARCH COMMITTEE COST. GALLANT SECONDED. MOTION PASSED 9 TO 0.

9. Push. Update

Push brings another chunk of media advertising that needs to be approved. This is including the additional money that was placed in Atlanta. Chair brings up the pricing for these ads we are placing. He would expect that they are getting bids for the cheapest rates. He wants to make sure this is happening and Abbatessa will be in charge of making sure this is happening. The amount to be approved has been approved by the ad committee. Some of this advertising goes all the way through August but most of it doesn't go that far into it.

READER MAKES A MOTION TO APPROVE PUSH'S \$1,416,920 MEDIA PLAN AS PRESENTED. GALLANT SECONDED. MOTION PASSED 9 TO 0.

10. Website Live Viewing

Abbatessa and Greg Price set up the new website so the board could see it live. It went live today, January 15th. The partners will be able to use their sign on to get on the website and add information and details for their property. There will be someone from staff monitoring the edits and making sure one is not bigger than the other and one does not over shadow the others. There will be a standard for each partner. Anything a partner adds to the site will be approved through an employee. All partners received an email yesterday giving them an update and explaining the process and changes. There is first level navigation, second level navigation, and third level navigation, which everything is 100% controllable. It also allows for any language you select through Google language.

Board members asked questions about specific things they saw on the viewing. Basically everything on the site can be modified or deleted. It is all up to them and can be changed however often they would like. There are some defaults to certain things but the defaults can be changed as well. Chair and Abbatessa want the board members to go home and look at the website and make sure the basics are all correct.

11. Public Participation

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Taxi Advertising

Chair asked if there was any public participation. Mitch Moore with (sub-contractor) Yellow Cab Daytona Beach asks for time to share his idea. He would "like to give the board some free advertising!" At this time, he is delivering 400 calls per month to Winter Park Cab at a cost of \$54 annually. He explains that he has a website which can have any banner they want on there. The reason people will come to the website is because anyone who wants a cab, will go to the website to see where the taxi cabs are at and find themselves a cab in 15 seconds without ever talking to a dispatcher. He wants the Daytona Beach website on his site. What is in it for him is traffic to the website. The reason that people will go to this website again and again is because it is very fast and efficient. He says people will have 5 or 10 minutes to spare and will click on the banner ads below the cab section. Moore says this is a prototype platform of advertising and it will be tied to taxis in the field. The taxi will have the site on it to draw people to the website. He says people will pay you to have their advertising on their cab.

Chair clarifies, that "you want to have our website on your page?" Moore, "Yes." Chair, "what do you need from us?" Moore, "Permission to do it. We will start with 6 websites and go from there. It is a concept I call advertising avalanche. It is my perception that all other advertising are fading in value."

Chair suggests doing a test period to see how it works. Hargrove adds that the county legal would need to make sure that Moore's company meets all the business and legal requirements in order to deal business with him. Chair advised Moore to get with county legal and make sure he has everything in order to deal with HAAA.

12. New Business

Sunrail

There was a suggestion to look into advertising on the sunrail in the future. Chair says it only goes as far as Debary and they would need to look into it to see if it is something that will have a positive turnover. There was just an approved route on the other side of Orlando, and they think we should possibly advertise in that. Chair would like Push. to look into it.

Staff Update & Interim Director Discussion

Chair lets the board know that staff is working hard but the lift is heavy. He is having staff meetings every two weeks to keep up. He says they are working well together but the lift is heavy.

Chair wants to publicly announce there have been things written in the newspaper about a possible interim director which had no basis behind them. He says there has been no discussion at all about hiring an interim director. With that being said, he says that Sharon Mock has some experience doing the job and if she would be interested, she would be a good candidate for the job. There would be conditions for her to do it. Mock would have to resign from the HAAA board prior to being interim director. The board would have to negotiate a contract with her and would have to come up with an end date. She is not a candidate for the permanent job. If this is something the board would want to do, they would have to set out all the conditions in doing so.

Mock said she was not aware this would be something they would like to do. She says, "As I told those whom called me asking me about it, I will help out any way I can. I am happy to do it. My hope would be that if I have to resign from my seat that I would get reappointed at some point in a future date as I am

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enjoying it so far. If the board thinks she can help, she is okay with doing it and also okay with not doing it.”

Chair said they would have to negotiate a salary and does not think it would need to be 40 hours a week. He thinks that she could do less than 40 hours and still get the job done. She would not have to travel and such.

Mock brought up the rough draft of the marketing plan. It is a nice outline, but it is not finished. If the plan was finished and were able to look at the whole year, it would be much easier and less of a burden on the board. She would think that would be priority in the interim director to get that finished. She is willing to help out if need be, she is happy to do it.

Chair asked Hargrove what is the next legal step if this would take place. Hargrove says first, Mock has to resign. Once that happens, you would need to vote on it at the next meeting. You would motion to appoint her as interim director, and we would enter into a contract with her. Time period would be part of the contract. Hargrove wants to make it clear that there is no guarantee that Mock would be reappointed. Reader asks if the reappointment would happen right away. Hargrove does not believe there is a timeline when they would have to appoint some. The next person to appoint someone is Doug Daniels. Mock would be taking a chance that she may not be reappointed. Naran adds that is his main concern, he almost would rather have her on the HAAA board rather than chance it.

Grindell says that she would love Mock to be president again, she states her main concern is she may not be reappointed to the board. Naran said that is strictly his concern as well. She brings so much knowledge, experience and contacts that the board can really use her well there.

Chair said they could have a special meeting to appoint her. He instructs Mock to not resign at this time because they have not come to a decision yet. However, they cannot make a deal until she resigns. Mock says, “If they want her to do it, and you make the motion, she will resign from HAAA tomorrow and negotiate something to not exceed 90 days.” Naran said he does not think anyone has a problem with her doing it, the issue lies in the possibility of not getting reappointed. He is “not really okay in saying yet.”

Hargrove says the proper way to do it is for Mock to resign and then hold a special meeting to appoint her. The board would then have to approve a contract after that as well. The special meeting would have to be two weeks after publicly announcing it. Naran asks “what about doing a vote of confidence?” Reader asks Mock if she is interested, if they are. She agrees. *Chair instructs Bordis to find a date that will work for the special meeting* and then there would time to get a contract together for the board to approve on February 26th meeting.

THE MEETING WAS ADJOURNED AT 4:17PM.

Respectfully submitted,

**Lisa Bordis
Executive Assistant**