



AGENDA
BOARD OF DIRECTORS' MEETING
Martinsburg Berkeley County Convention and Visitors Bureau
Wednesday, November 16, 2016
10:00 am

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| I | CALL TO ORDER <ul style="list-style-type: none">• Approval of Agenda | Kristina Arntz |
| II | APPROVAL OF PREVIOUS BOARD MINUTES | Kristina Arntz |
| III | FINANCIAL REPORTS <ul style="list-style-type: none">• Monthly Reports (Balance Sheet and P&L) | Laura Gassler |
| IV | REPORTS <ul style="list-style-type: none">• Communications Assistant Report• Assistant Director Report• Executive Director Report• Arts Report• Traveler Report• Lodging Report• Library/Community News | Samantha Cronk
Mark Jordan
Laura Gassler
Anna Howard
Vanessa Williamson
Kristina Arntz
Kelly Tanksley |
| V | NEW BUSINESS <ul style="list-style-type: none">• Report on AFM• Report on Audits 2015 & 2016• Report on Governors Conference• Other as needed | Laura Gassler |
| VI | OLD BUSINESS <ul style="list-style-type: none">• As needed | Various |
| VII. | ONGOING BUSINESS <ul style="list-style-type: none">• As needed | Laura Gassler |
| VIII | ADJOURNMENT | Kristina Arntz |