



**AGENDA**  
**BOARD OF DIRECTORS' MEETING**  
**Martinsburg-Berkeley County Convention and Visitors Bureau**  
**Wednesday, June 14, 2017**  
**10:00 am**

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|------------|--|--|
| <b>I</b>   | <b>CALL TO ORDER</b> <ul style="list-style-type: none"><li>• Approval of Agenda</li></ul>  | Kristina Arntz   |
| <b>II</b>  | <b>APPROVAL OF PREVIOUS BOARD MINUTES</b>  | Kristina Arntz   |
| <b>III</b> | <b>FINANCIAL REPORTS</b> <ul style="list-style-type: none"><li>• Monthly Reports (Balance Sheet and P&amp;L)</li></ul>   | Mark Jordan  |
| <b>IV</b>  | <b>REPORTS</b> <ul style="list-style-type: none"><li>• Communications Assistant Report</li><li>• Executive Director Report</li><li>• Arts Report</li><li>• Traveler Report</li><li>• Lodging Report</li><li>• Library/Community News</li></ul> | Samantha Cronk<br>Mark Jordan<br>Anna Howard<br>Vanessa Williamson<br>Kristina Arntz<br>Kelly Tanksley |
| <b>V</b>   | <b>NEW BUSINESS</b> <ul style="list-style-type: none"><li>• Grant Submission</li></ul>   | Kristina Arntz<br>Mark Jordan  |
| <b>VI</b>  | <b>OLD BUSINESS</b>  | Various  |
| <b>VII</b> | <b>ADJOURNMENT</b>   | Kristina Arntz   |