

HALIFAX AREA ADVERTISING AUTHORITY

Special Meeting

CVB Upstairs Conference Room

Friday, April 11, 2014

SUMMARY MINUTES

The minutes reflect a summarized view of the gathering

Board Present:

Steve Farley, Kyri Drymonis, Blaine Lansberry, Libby Gallant, Samir Naran, Pravin Patel, Michael Kardos, Dan Francati and Chris Bowler (who joined the meeting in progress).

Board Via Phone: Jason Reader

Guests:

Evelyn Fine, Kay Galloway, Bob Davis, Jeffrey Cassady, and Charles Hargrove.

Staff:

Lisa Bordis and Sharon Mock.

CALL TO ORDER

Chair Dan Francati called the meeting to order at 9:30am.

1. Approval of Minutes

Chair Francati asked for a motion to approve the minutes from the HAAA Meeting on March 19, 2014 as presented. There were not corrections or clarifications noted.

STEVE FARLEY MADE A MOTION TO APPROVE THE MINUTES FROM THE MARCH 19, 2014 MEETING AS PRESENTED. LIBBY GALLANT PROVIDED THE SECOND. THE MOTION PASSED 10 TO 0.

2. New Business

February Collections

Chair Francati reported that the February collections came in at 18% up last February. That puts us over 14% for the first five months. He stated that he would like to give credit to the board, the committees, the staff and the hoteliers. This sets the bar high for the new person coming in.

Executive Director Search Process

Chair Francati explains that Evelyn Fine had distributed to everyone on the board a ballot and had asked them fill it out. Chair Francati stated that they had the ballots in hand and gave them the option to change their ranking or to just sign their ballot and return to it. Jason Reader and Chris Bowler participated via phone and acknowledge that they were happy with their ballots and would sign them later.

While Fine tallied the final ballots, Francati introduces another agenda item for discussion.

401k Contribution Issue

Chair Francati explained, "When the CVB was dissolved in August, the simple IRA retirement funding went away as well. "It was of no fault of the employees. That is just the way it was as the CVB switched over to HAAA." If the employee was putting in a percentage prior to change, the money just went straight to them instead of a retirement fund. They did not lose that money, however they did lose the match. The board needs to decide if they are going to reimburse the employees for the match that they would have been getting this entire time. The period includes 10 pay periods, almost 20 weeks," said

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Francati. Mike Kardos asks what Chair Francati is recommending. Chair Francati explains that the board needs to decide if they are going to go back and give the employees the match they lost in the transition. Chair Francati explained that the participating employees lost a total of about \$8,000 collectively. Kardos asked, "Are they 100% vested with the match?" Lisa Bordis explained that they are 100% vested.

It was determined that the total amount of \$8,241.68 in matching money for 15 participating employees should be paid to them. The employees would be able to bump up their contribution, if they choose, for one time.

BLAINE LANSBERRY MADE A MOTION TO PAY THE RETIREMENT PLAN MISSED MATCH CONTRIBUTION AMOUNT THAT WAS PRESENTED. STEVE FARLEY SECONDED. MOTION PASSED 10 TO 0.

Chair Francati returned the discussion to the Executive Director search process.

Evelyn Fine gave the results of the ballots:

- Tom Caradonio: 44 out of 50
- Hugh Austin: 27.5
- Rozeta Mahboudi: 27
- Richard Forester: 16
- Sandy Mukitarian 10

Fine stated that, there is a clear high achiever in the ratings. The results were discussed. A few of the members brought up their concerns and input on the results. Lansberry added that she felt the personality profiles is a really important part of the process and that this is something the board agrees needs to be completed prior to making this decision. It was discussed having the top three candidates complete the personality profile utilizing the services of Bo Brewer. Gallant suggested that after doing the personality profile they should move forward with some type of offer. She noted that she is meeting with Charles Hargrove next Monday to discuss a potential salary offer in preparation for this. Gallant suggest going forward with the top choice strictly because of the difference in the ratings. Fine explains the personality profile can be done and results back in 24 hours' time.

KYRI DRYMONIS MADE A MOTION TO DO A PERSONALITY PROFILE ON THE TOP THREE CANDIDATES; CARADONIO, AUSTIN, AND MOBOUBI. MIKE KARDOS SECONDED. MOTION PASSED 9(READER LEFT) TO 0.

The results will be brought back by the April 23rd meeting at which time Fine can report on the results and Gallant on the details of any job offer that might be made. Lansberry asked for the results to be emailed to the board because she will be out but would like to comment on them.

THE MEETING WAS ADJOURNED AT 10:05AM.

Respectfully submitted,

**Lisa Bordis
Executive Assistant**