



**Currituck County Tourism Advisory Board
November 14, 2005
7:00 p.m.
Historic Currituck Courthouse**

MINUTES

The Tourism Advisory Board met on Monday, November 14, 2005 at the Historic Currituck Courthouse with the following members present:

David Palmer, Todd Ottenstein, Vivian Simpson,
Don Austin, Janice Farr, John Wright,
Bob White, Dan Scanlon, Owen Etheridge,
Diane Sawyer, and Veronica Brown

Members gathered at 6:00 p.m. for a dinner in the conference room.

A work session preceded the regular meeting and included the following:

Introduction of Board Members

Overview of the Tourism Advisory Board's Roles & Responsibilities;
history of Occupancy Tax revenues and expenditures – Dan Scanlon

Terms on the board were determined to be:

David Palmer, one year;

John Wright, one year;

Vivian Simpson, two years;

Don Austin, two years;

Bob White, three years;

Todd Ottenstein, three years;

Janice Farr, three years.

Overview of the Travel & Tourism Department – Diane Sawyer,
Veronica Brown & Tourism staff: John Nixon, Debra Embrey and
Diana Pittman.

Item 1: **Call to Order** Dan Scanlon called the meeting to order.

Item 2: **Election of Chairman** Dan Scanlon opened the floor for nominations for Chairman. Todd Ottenstein nominated David Palmer; Janice Farr seconded. Palmer was appointed with a 7-0 vote.

Item 3: **Election of Vice-Chairman** David Palmer opened the floor for nominations for Vice-Chairman. Bob White nominated Todd Ottenstein. Ottenstein was appointed with a 7-0 vote.

Item 4: **Adoption of Rules of Procedure** David Palmer made a motion to adopt the Rules of Procedure and Roberts Rules of Order with the following change: a quorum of members shall consist of four of the seven voting members. Don Austin suggested the board “loosely” follow the rules of order and that the meetings not be conducted in a strictly formal manner. Seconded by John Wright.; approved 7-0.

Owen Etheridge suggested that if there is not a quorum present at meetings, the public still be allowed a courtesy hearing, although no action can be taken by the board.

David Palmer made a motion to approve. Todd Ottenstein seconded the motion; approved 7-0.

Owen Etheridge suggested a public comment section be added to future meeting agendas. David Palmer called for a vote of the board to add Item 5A to the agenda to open the floor for public comment; approved 7-0. David opened the floor for public comment; no one in the audience came forward to speak.

Item 5: Establishment of Meeting Dates Janice Farr made a motion that the board meet monthly, at least through February, 2006. Seconded by John Wright; approved 7-0.

There was discussion by board members on rotating the location of future meetings. Todd Ottenstein suggested the next board meeting be held on December 12 at the Currituck Outer Banks Visitor's Center in Corolla. Janice Farr suggested the meeting be held at 4:00 p.m. There was further discussion on holding the January meeting at Knotts Island if a suitable location can be found.

David Palmer suggested that no sub-committee of the board is needed to review appeals and/or approval of Support of Funds applications. Members agreed.

Owen Etheridge commented that he appreciates each board member's willingness to serve on the Tourism Advisory Board.

Item 6: **Adjourn** The meeting was adjourned by David Palmer.