

TOURISM BOARD OF SUMNER COUNTY, INC.
AGENDA
Tuesday, March 21, 2023, 3:00 p.m.
Sumner County Administration Building, Room 112

- **Call to Order** **Marilee Tice**

- **Modification & Approval of Agenda** " "

- **Modification & Approval of Minutes** " "

- **Finance**
 - o **Financial Report** **Jean Montgomery**
 - o **Occupancy Tax Report** **Barry Young**

- **Director's Report** **Barry Young**
 - o **Songwriters Preliminary** " "
 - o **Songwriters Semi-finals** " "
 - o **County Sumner Irish Festival** " "
 - o **Interim Director Recommendation** " "

- **Tourism Director Selection Process** **Mayor Isbell**
 - o **Review of Applications/Resumes** **All**
 - o **Discussion** "

- **Tourism Board** **Barry Young**
 - o **Next Regular Tourism Board Meeting: Tuesday, May 16, 2023**
 - o **Adjourn**

Tourism Board of Sumner County

Special Called Meeting

March 8, 2023

Present: Commissioner Shannon Burgdorf, Commissioner Deborah Holmes, County Mayor John Isbell, Jean Montgomery, Commissioner Baker Ring, Commissioner Don Schmidt

Also, Present: Barry Young, Sumner County Tourism
Kelly Dickey, Sumner County Tourism

Call to order: With a quorum present, Vice Chairman Ring, called the meeting to order at 4:05PM in Room 112 of the Sumner County Administration Building.

Agenda: County Mayor Isbell made a motion to approve the agenda. Ms. Montgomery seconded the motion, which passed unanimously.

Minutes: County Mayor Isbell, advised that his name was misspelled on the minutes from the February 16, 2023, Special Called Meeting. Mayor Isbell made a motion to approve the minutes with corrections. Ms. Montgomery seconded the motion which passed unanimously.

Ms. Montgomery advised that she contacted The Center for Non-Profit Management to discuss the possibility of commissioning them to facilitate the search process for the new executive director of tourism. Ms. Montgomery advised the center would review the job description, assist with setting the salary, place ads, screen applicants, check references, do background checks, facilitate the decision-making process, and make an offer to the candidate chosen by the Sumner County Tourism Board. The cost of their services is \$14,750. Furthermore, Ms. Montgomery reported that additional costs included advertising, estimated to be between \$300 and \$500 dollars. The center also offers staff listening sessions to help build morale and communicate search updates at a cost of \$300. Ms. Montgomery felt the sessions would be beneficial.

Ms. Montgomery advised that her contact at the Center for Non-Profit Management suggested that board members form a committee of two or three people to review resumes and interview applicants. Once the top candidates were selected by the committee, they would be scheduled to interview before the entire board.

Commissioner Burgdorf suggested that before contracting with the Center for Non-Profit Management, that the job be posted on local job sites such as Indeed, which would be considerably less expensive. Mayor Isbell suggested that should the board choose to go in that direction, that the job description be very specific. He also suggested that the ad be run for no more than two weeks so as not to prolong the process. He advised that he would ask his human resources director to create a job description and post the position on Indeed should the board so desire.

Commissioner Burgdorf made a motion to have Mayor Isbell ask the Sumner County Human Resources Director to post the executive director of tourism position on Indeed and to meet again in two weeks to review the results. Commissioner Schmidt seconded the motion, which passed unanimously.

The next board meeting was scheduled for February 28th at 4:00PM in Room 102 of the Sumner County Administration Building.

Mayor Isbell made a motion to adjourn. Ms. Montgomery seconded the motion, which passed unanimously.