

# MINUTES OF AN INFORMAL MEETING OF THE HATTIESBURG TOURISM COMMISSION BOARD MEMBERS & MANAGEMENT

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Minutes of an informal (non-quorum) meeting of Board Members of the Hattiesburg Tourism Commission of the City of Hattiesburg, Mississippi, held at the Lake Terrace Convention Center on:

**June 13, 2017**

Be it remembered that on the 13th day of June, Board Members of the Hattiesburg Tourism Commission an informal (non-quorum) meeting at the Lake Terrace Convention Center for the purposes of discussing and evaluating options for conducting a search to fill the soon-to-be vacated position of Executive Director. The meeting was called to order at **10:20 a.m.** by Frank James III, Chairman of the Hattiesburg Tourism Commission. The following Members of the Board were found to be present:

**PRESENT**

Frank James  
Shelia Varnado  
Anthony Harris

**ABSENT**

Bonnie Warren  
Marshall Bell

**ALSO PRESENT**

Jessica Cathey, Administration  
Kris Powell, Bryan Nelson

**New Business**

Frank James disbursed the *2016 Hospitality Industry Survey* document, the Hattiesburg Tourism Commission: Executive Director Job Description and information packets from Bristol Associates, Inc. and Searchwide, both executive search firms. The Board expressed a need to solicit a national search for the Executive Director position to find the most qualified candidate and to eliminate any perceived biases during the selection process.

The Board noted that Searchwide was the industry leader in this segment of the hospitality and tourism market and found that the firm responded quickly when initially contacted. During discussions the Board determined that they would receive recommendations from the selected search firm regarding an appropriate salary range, perimeters for relocation expenses, and recruitment areas. Possible costs were discussed and it was determined to request cost estimates from firms. Frank James stated that he would arrange a conference call between both firms, Rick Taylor and the Board to discuss the Commission's needs.

With no other activities, the meeting was adjourned.

**Hattiesburg Tourism Commission**

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Frank James III, Board Chair

**Attested:**

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Richard Taylor, Executive Director