



July 15, 2025

Bertie County Tourism Development Authority
Board Meeting 11 a.m. – 1 p.m.
Bertie County Library Meeting Room

AGENDA

1. Call to Order
2. Attendance
3. Approval of Agenda
4. **Public Comment**
5. Approve Minutes of June 19, 2025, Emergency Board Meeting
6. Updates
 - Review news release that will go out to announce the start of collection of the Bertie County occupancy tax on Sept. 1, 2025
 - Domain names purchased
7. Officer Nomination – Nominate new co-Chair for TDA Board
8. **Assign role of Public Information Officer (PIO)**
9. Primary Business: Drafting of TDA Bylaws and **Conflict of Interest**

Discussion topics may include:

 - Procedure for board member replacement
 - Term limits and board members' length of service
 - Board officer roles
 - Formation of committees
 - Ex-Officio and Finance participation
 - Board liability policy
 - Meeting frequency and public announcement
 - List of documents typically posted publicly
 - Hiring executive director – 3 options
10. Finance Planning and Administration
 - Finance Office to provide TDA with a new EIN and checking account
 - Finance Office to make quarterly reports to the TDA
 - Budget planning and process
11. Adjournment