



# Elizabeth City - Pasquotank County Tourism Development Authority Board Meeting

EXECUTIVE DIRECTOR'S REPORT | DECEMBER 3, 2020



# *Marketing Updates*

**NEW YORK POST**

**TRAVEL+  
LEISURE**



**TimeOut**



CREDIT: COURTESY OF VISIT ELIZABETH CITY

## Calling All Elizabeths: This NC Town Has a Sweet Deal for You

Elizabeth City, North Carolina want to celebrate people who share its name.

BY STACEY LEASCA | NOVEMBER 11, 2020

# Forbes

## Five Idyllic American Small Towns To Visit In 2021



**Jared Ranahan** Contributor @

Travel

*Every destination has a story, no matter how small.*

### Elizabeth City, North Carolina



Elizabeth City was the site of a naval battle in 1862 during the Civil War. [VISIT ELIZABETH CITY](#)

Founded in 1794 on the banks of the Pasquotank River, Elizabeth City has grown from a prominent regional trading hub into a charming and underrated destination just west of the Outer Banks. Visitors can enjoy some refreshing craft brews at Ghost Harbor, a local brewery just steps from the river, before exploring the heart of downtown Elizabeth City, a district rife with colorful murals adorning the windows and walls along the streets. For a truly interesting experience, time your visit with the North Carolina Potato Festival, an annual celebration highlighting America's favorite tuber.

# OurECity.com

## You can go your own way.

Posted on 10/30/2020 by Jessa Kimbra Trotman

I've always been me. In the way that I tried to change to fit in but I could never commit to the usual. It's a curse, yet I believe it has gotten me to where I am today. You have probably seen me downtown, running after my Littles between meetings or sitting outside my shop, **Dear Alchemy**. Covered in paint, tattoos, and usually carrying a coffee from **The SweetEasy**. Yes, your mouth should be watering now. I'm that girl that paints murals, draws and screen prints her own designs onto apparel. Yes, women run the world. Didn't you know that already? I never knew my life path would lead me back to our home town after being gone for 4 years. Elizabeth City was calling my name and I could hear it clearly, even though being almost 900 miles away. I love this city. My family and I moved back here, with the mindset of painting the town and I have in my own ways. Elizabeth City has charm. Grab my hand, don't worry I've sanitized and let me tell you a few of my favorites about our town.



I love creating moments with people and our downtown area is a perfect place setting for that very thing. Have you seen **Pailin's Alley**? It's seriously right out of a Nicholas Sparks movie. Pailin's Alley can do no wrong for your selfie game. My go-to place is our little Historic downtown. You can find me at **The SweetEasy** often, coffee in one hand and one of their amazing baked goodies in the other. My fave is their New Orleans coffee, you'll go bananas. Pun intended. Don't forget one of their signature cake jars. You can find the cake jars available only on Saturdays and while supplies last, so don't hesitate. Run! My husband and I don't get a lot of alone time together and when we do get a few moments, we're running to **Ghost Harbor Brewing Company**. I love all the things from Ghost Harbor. So much so, that when I order, I tell them to surprise me. They can do no wrong.

## Mayor Parker's E-City

Posted on 10/21/2020 by Mayor Bettie Parker

One of my favorite places to eat in Elizabeth City is **Cypress Creek Grill**. Its location on Water Street, across from the Pasquotank River, allows one to enjoy a scrumptious meal while capturing a picturesque view of the activities on the River. **Sailing** and water skiing are just two of the exciting events that can be observed on a sunny afternoon.

I also enjoy eating at **Uncle Chuck's Soul Food Cafe** on Griffin Street. There you can enjoy great tasting Soul Food and delicious homemade desserts. When you aren't able to dine-in, order-to-go service is readily available.

My favorite place to **shop** in Elizabeth City is at the Belk Department Store. Because I have so little time to "walk-and-shop", I must confess, the majority of my shopping is done online. But when I do have time, I can easily spend an hour to an hour and a half browsing in the Belk store.

However, I would like for visitors to know that there are many more shops and businesses to choose from in the **downtown** area and the **Belk World Shopping Center** off of Halstead Boulevard Extended. I am proud to support these businesses and encourage you to patronize them as often as possible.

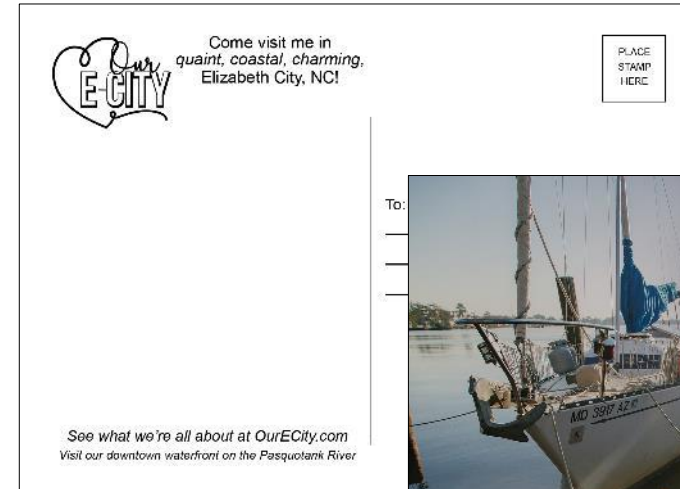




## 3 ways to win swag

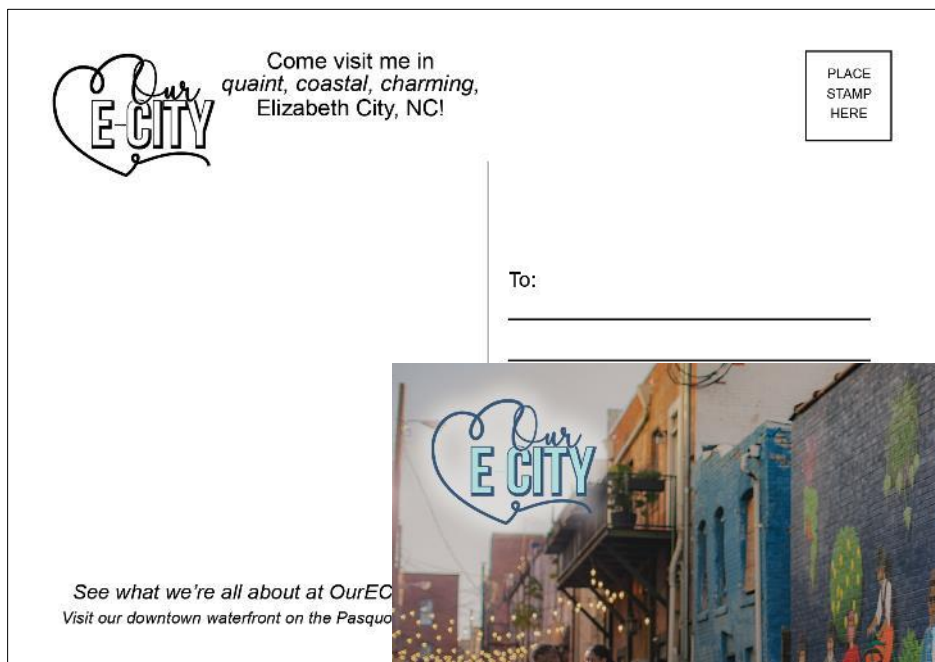
1. Post a photo
2. Become a featured blogger
3. Use the new Our E-City Shop & Dine Pass

## Send a Postcard



# OurECity.com

# Postcard Contest with AoA



**Visit Elizabeth City and Arts of the Albemarle** have teamed up for a postcard contest for local artists!

- Voting begins on 12/18
- Winning designs will be available on [OurECity.com](http://OurECity.com)
- \$250 prize for up to 4 winners
- Winners notified on 12/30

More info: <https://www.artsaoa.org/e-city-art-contest>



## Our E-City Shop & Dine Pass

- *Mobile exclusive*
- *Instantly delivered via text and email*
- *No apps to download*
- *Save on the best of Elizabeth City*
- *Check-in and win prizes!*



**216 pass sign ups**  
*since launch on Nov. 24 to Dec. 2*



**4 free t-shirts redeemed**



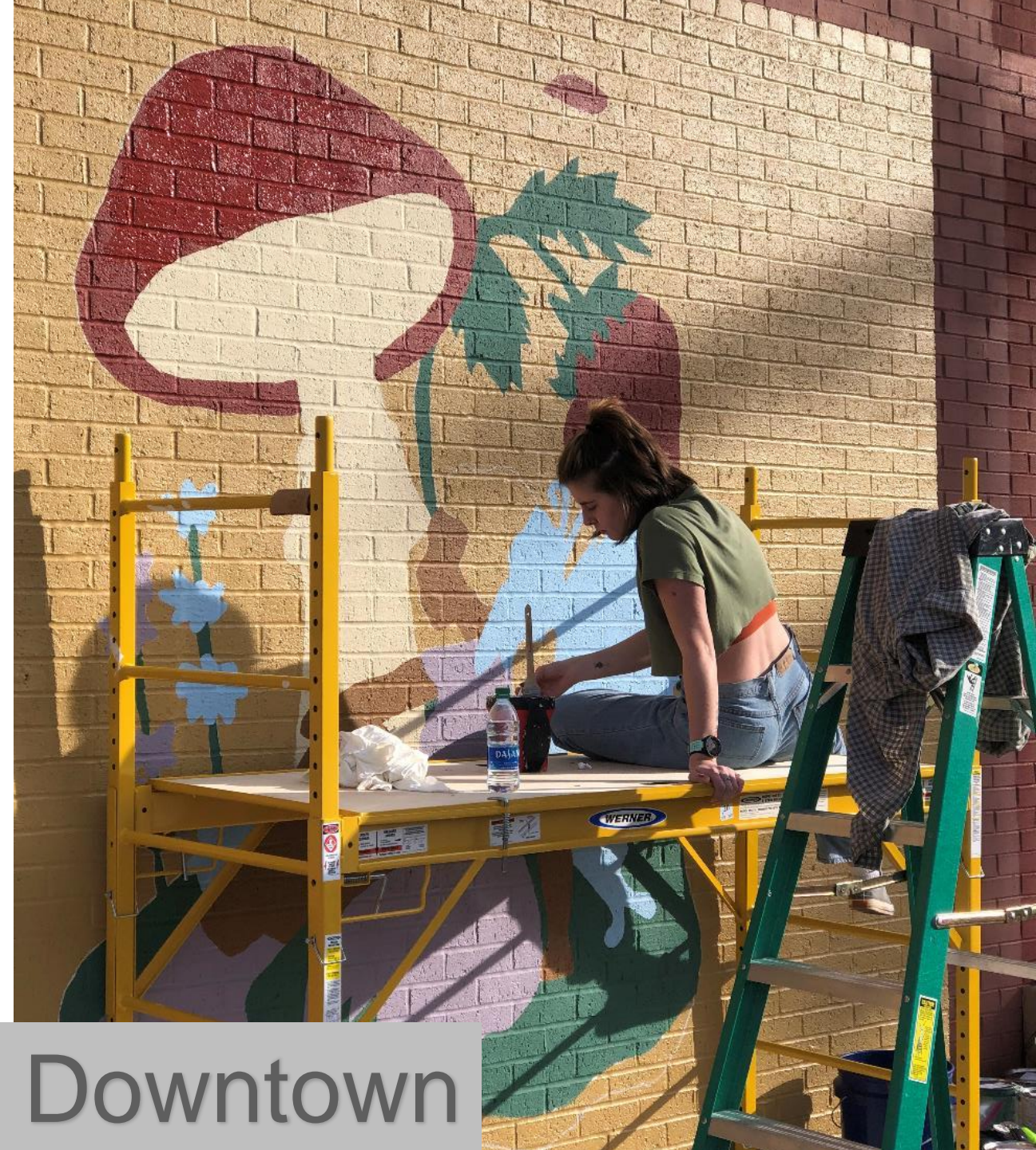
**288 page views w/ average  
of 05:48 minutes on page**



**180+ email opt-ins**

**Fun.VisitElizabethCity.com**





New Mural Downtown

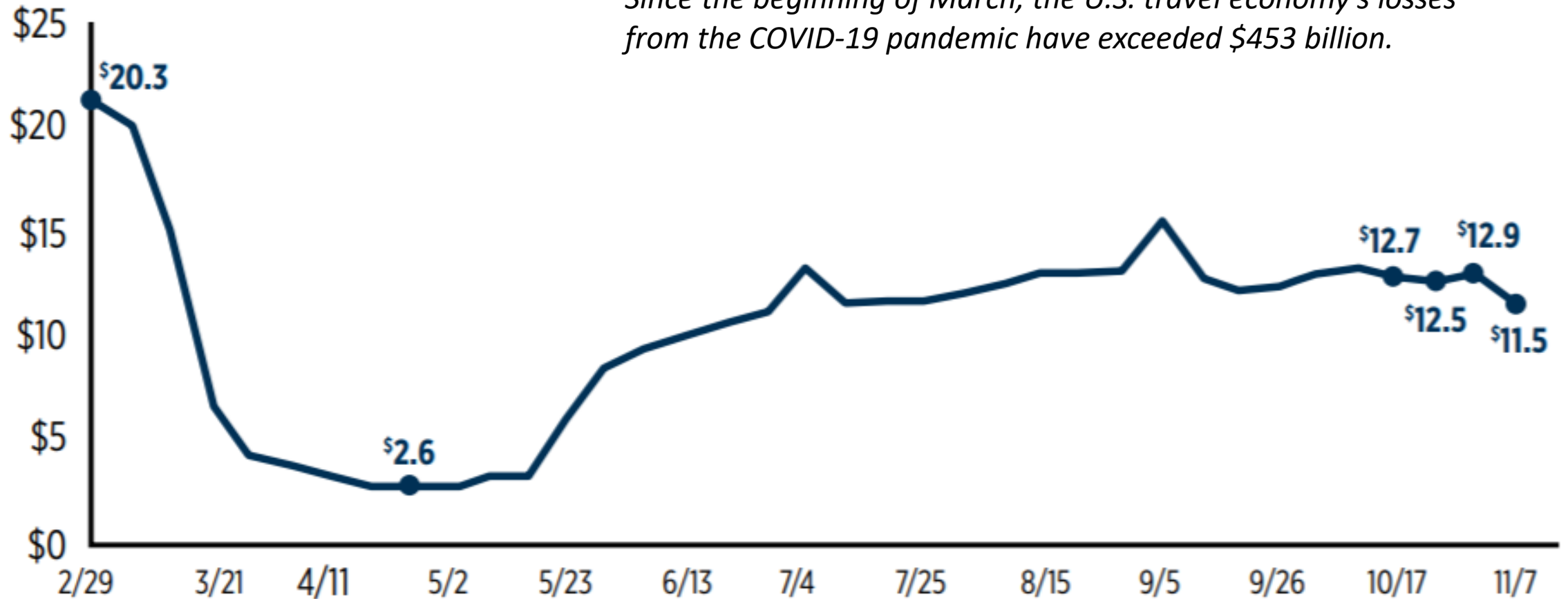


# *COVID-19 & the State of the Travel Industry*

## National Weekly Travel Spending

(\$ billions)

*Since the beginning of March, the U.S. travel economy's losses from the COVID-19 pandemic have exceeded \$453 billion.*



Source: Tourism Economics

## North Carolina



## Occupancy Tax Year-Over-Year Decrease





## 2020 Smith Travel Research Report Measures

	EC Region <i>Actuals</i>	EC Region YOY <i>Comparison</i>	Golds- boro <i>Actuals</i>	Golds- boro YOY <i>Comparison</i>	Beaufort County <i>Actuals</i>	Beaufort County YOY <i>Comparison</i>	New Bern <i>Actuals</i>	New Bern YOY <i>Comparison</i>	Middle OBX <i>Actuals</i>	Middle OBX YOY <i>Comparison</i>	Suffolk, VA <i>Actuals</i>	Suffolk, VA YOY <i>Comparison</i>	NC – Entire State YOY <i>Comparison</i>	NC – Northeast Region YOY <i>Comparison</i>
<i>Month To Date – October, 2020</i>														
Occupancy	55.5%	-7.0% from Oct'19	51.2%	-11.3%	32.8%	-38.5%	65.8%	-12.8%	61.9%	-0.3%	59.2%	-14.2%	-25.0%	-10.8%
ADR	\$85.90	-8.5%	\$83.25	-7.7%	\$74.00	-3.7%	\$95.64	-15.7%	\$145.53	9.4%	\$80.20	-8.4%	-15.7%	-1.7%
RevPAR	\$47.29	-14.9%	\$42.60	-18.1%	\$24.24	-40.8%	\$62.89	-26.5%	\$90.01	9.1%	\$47.45	-21.4%	-36.7%	-12.3%
<i>Year to Date – October 2020</i>														
Occupancy	50.8%	-20.3%	51.0%	-18.4%	33.2%	-37.9%	60.0%	-24.6%	52.9%	-17.4%	50.1%	-22.6%	-31.8%	-21.0%
ADR	\$85.84	-7.4%	\$82.46	-6.7%	\$73.49	-6.0%	\$97.93	-14.2%	\$189.33	5.5%	\$82.35	-11.9%	-14.8%	-2.7%
RevPAR	\$43.60	-26.2%	\$42.06	-23.9%	\$24.43	-41.6%	\$58.71	-35.3%	\$100.15	-12.8%	\$41.29	-31.8%	-41.9%	-23.1%

EC Region includes: 7 out of 7 properties; total rooms: 541/541

Goldsboro includes: 10 out of 15 properties; total rooms: 915/1127

Beaufort County includes: 6 out of 9 properties; total rooms: 413/548

Northeast Region includes: Beaufort, Bertie, Camden, Chowan, Currituck, Dare, Edgecombe, Gates, Halifax, Hertford, Hyde, Martin, Nash, Northampton, Pasquotank, Perquimans, Pitt, Tyrrell, Washington, Wilson

New Bern includes: 7 out of 8 properties; total rooms: 636/701

Middle OBX includes: 6 out of 17 properties; total rooms: 687/1095; (Kitty Hawk, Duck, Nags Head)

Suffolk, VA includes: 9/12 properties; total rooms: 835/990

ADR= Average Daily Rate

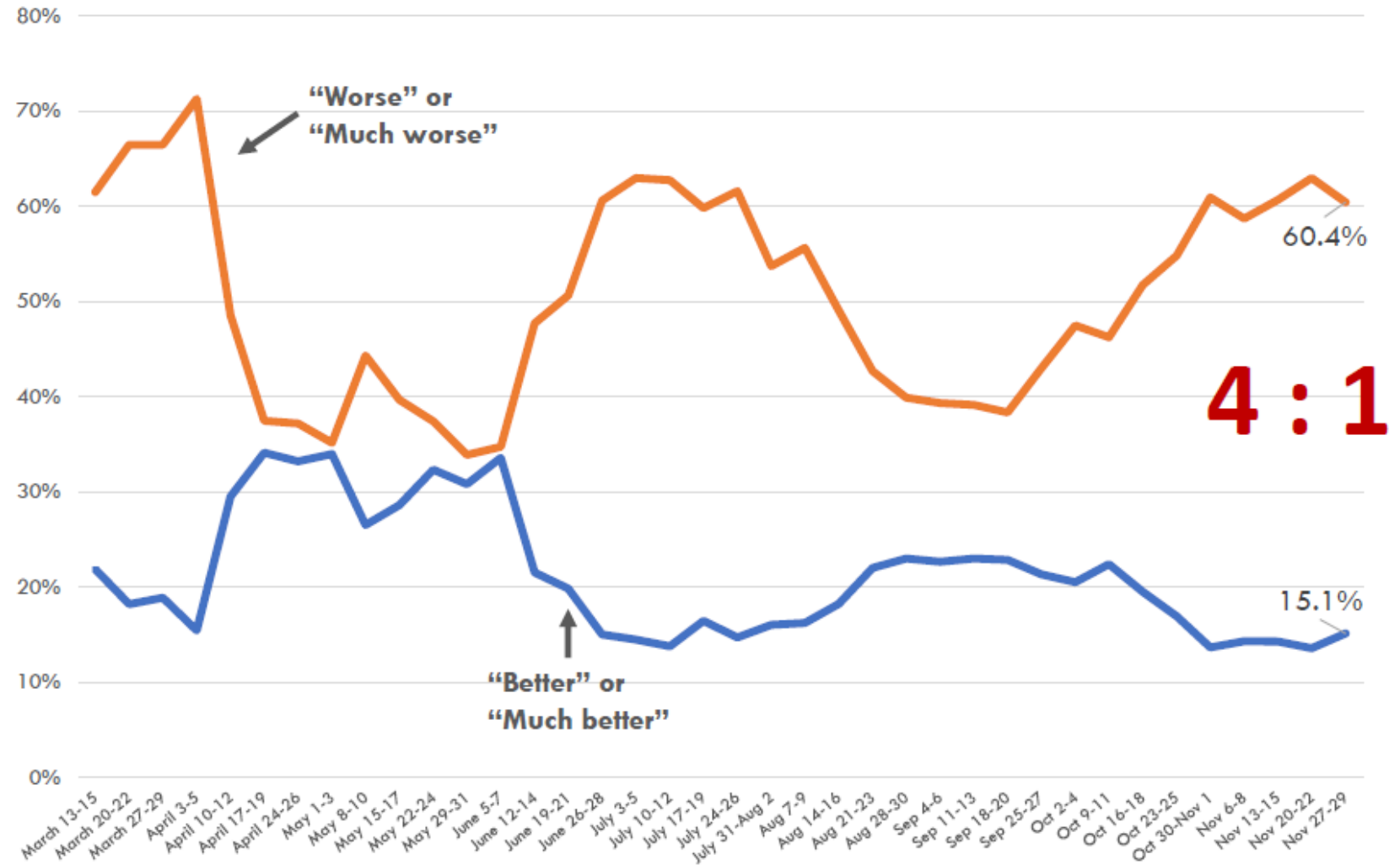
RevPAR= Revenue Per Available Room

U.S. TRAVEL FORECAST			TRAVEL FORECAST				
	2018	2019	2020	2021	2022	2023	2024
Total U.S. Domestic Person-Trips <sup>3</sup> (Millions)	2,278	2,318	1,600	1,905	2,272	2,376	2,455
Business	459	464	185	229	395	433	457
Leisure	1,819	1,854	1,415	1,676	1,876	1,942	1,998

# EXPECTATIONS FOR THE CORONAVIRUS OUTBREAK (WAVES 1-38)

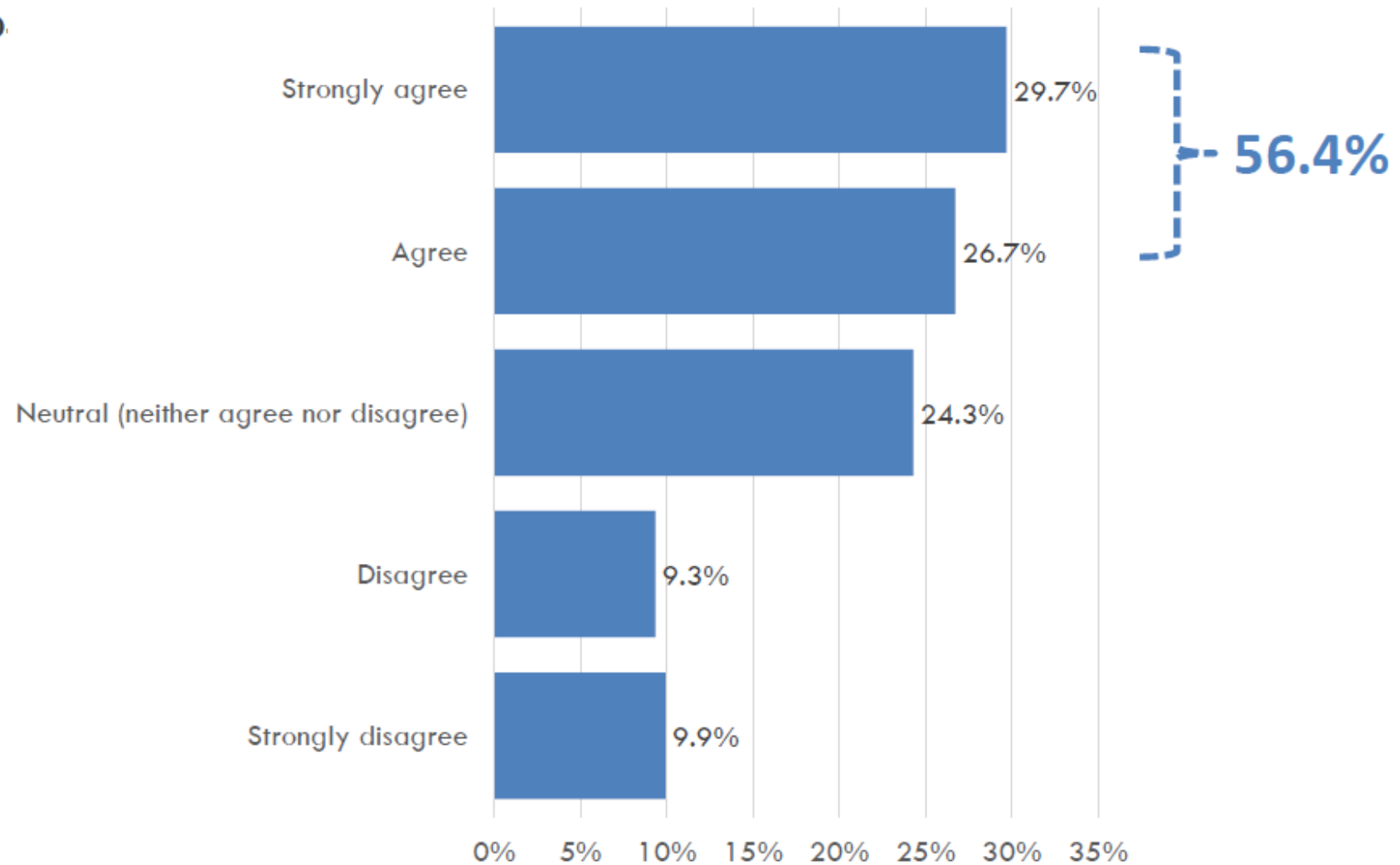
**Question:** In the NEXT MONTH, how (if at all) do you expect the severity of the coronavirus situation in the United States to change?

In the next month the coronavirus situation will \_\_\_\_\_



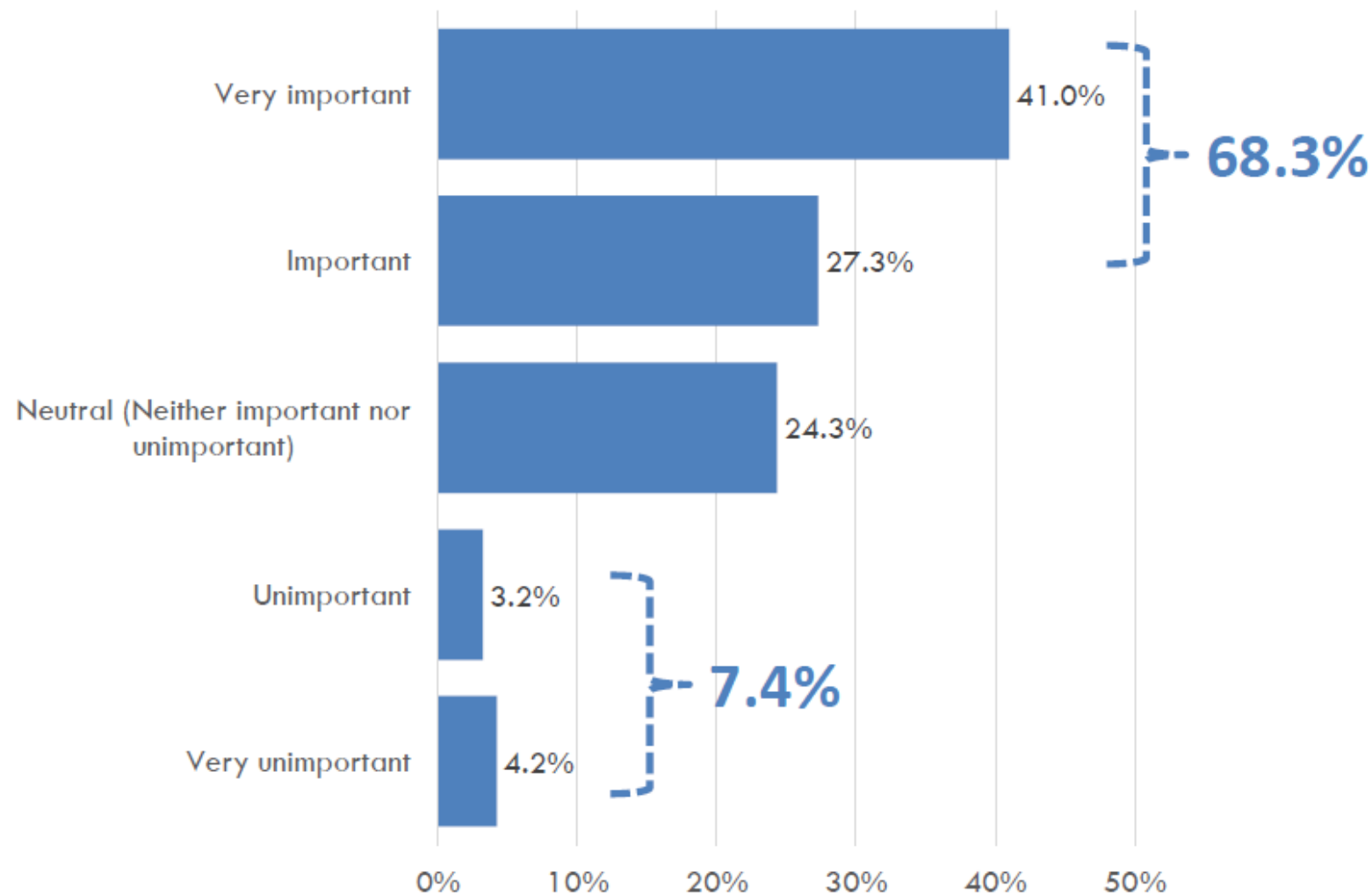
# SUPPORT FOR RESTRICTIVE COVID-19 MEASURES

**Question:** I support more restrictive COVID rules being implemented in my home community.



# IMPORTANCE OF FOLLOWING STATE COVID-19 RESTRICTIONS

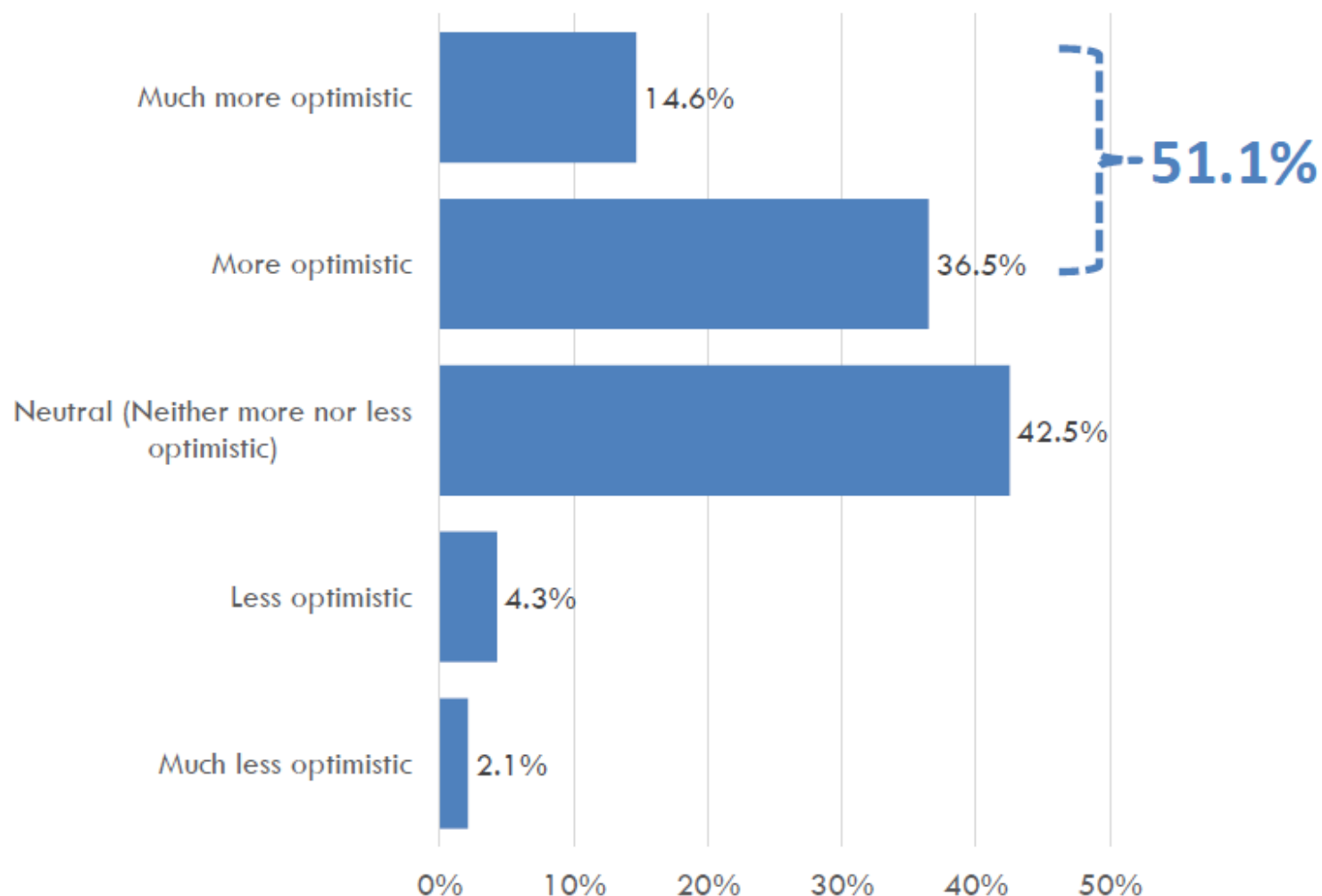
**Question:** How important do you feel it is that people follow government restrictions and recommendations related to controlling COVID-19?



# VACCINES AND EXPECTED RETURN TO TRAVEL SAFETY

**Question:** Does recent news about vaccine developments affect your optimism about being able to travel safely in the next SIX (6) MONTHS? (Select one to fill in the blank)

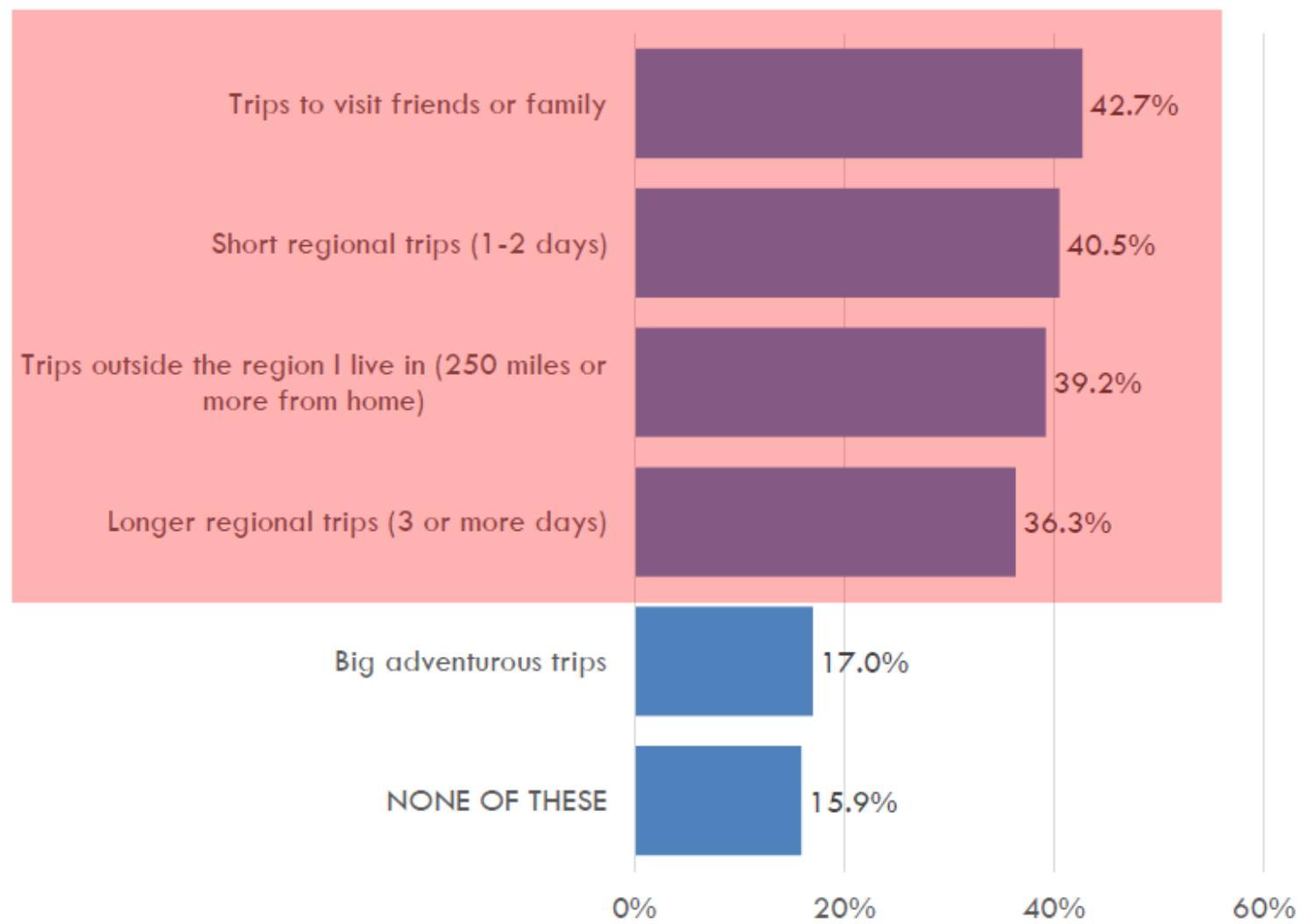
The vaccine news has made me \_\_\_\_\_ about BEING ABLE TO TRAVEL SAFELY in the next six months.

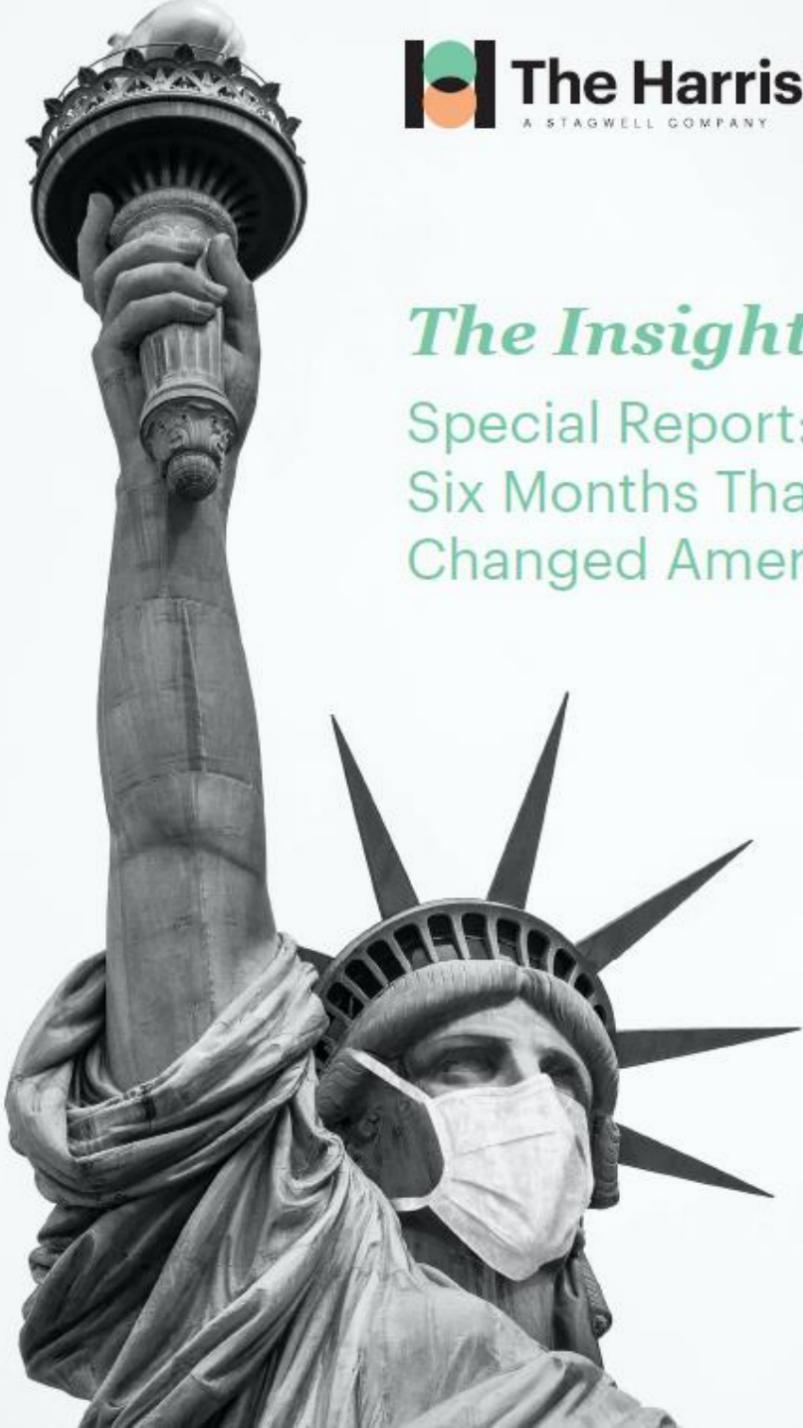


# TRIPS IMMEDIATELY AFTER VACCINES DISTRIBUTION

**Question:** Tell us about the trips you are likely to take after a COVID-19 vaccine becomes available.

**In the THREE (3) MONTHS immediately after a COVID-19 vaccine is made widely available, which types of trips are you likely to take?**





***The Insight.***

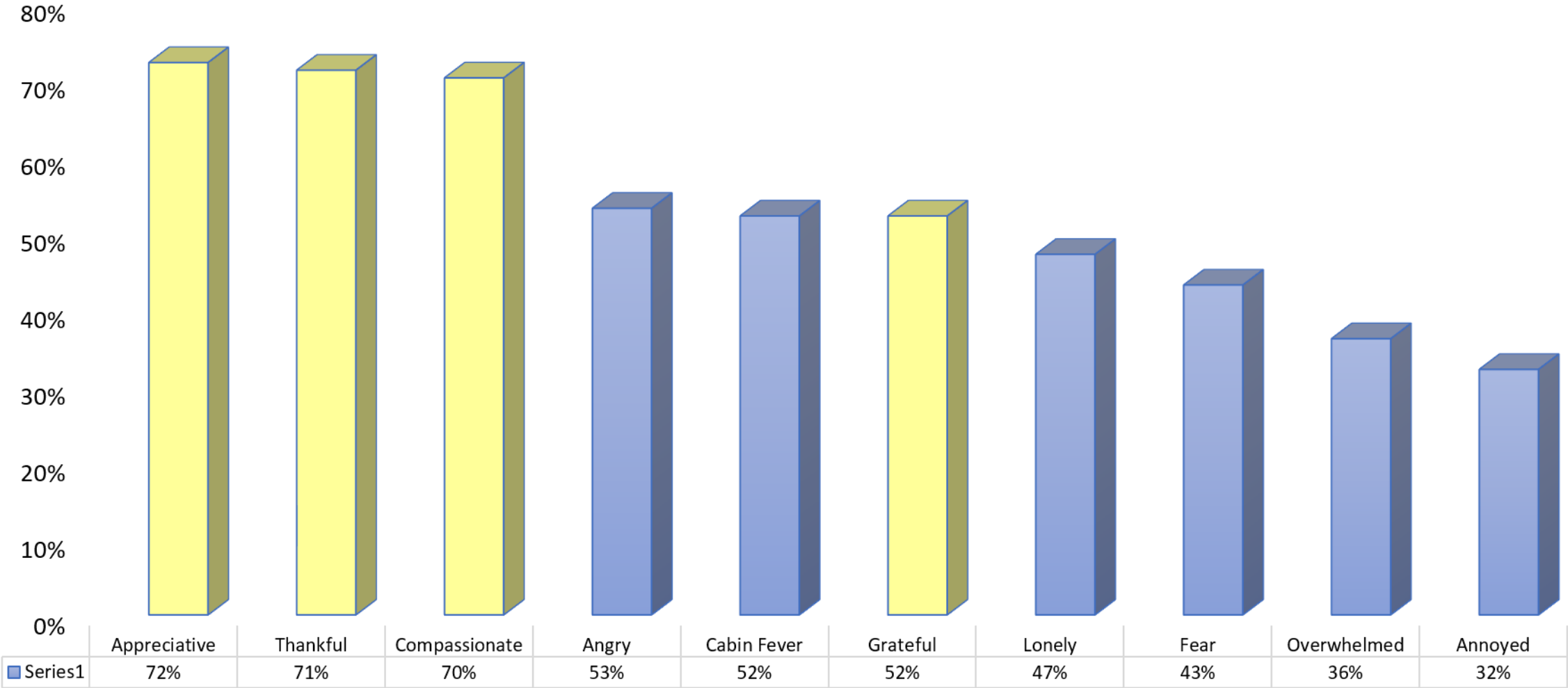
Special Report:  
Six Months That  
Changed America

*March-August, 2020*

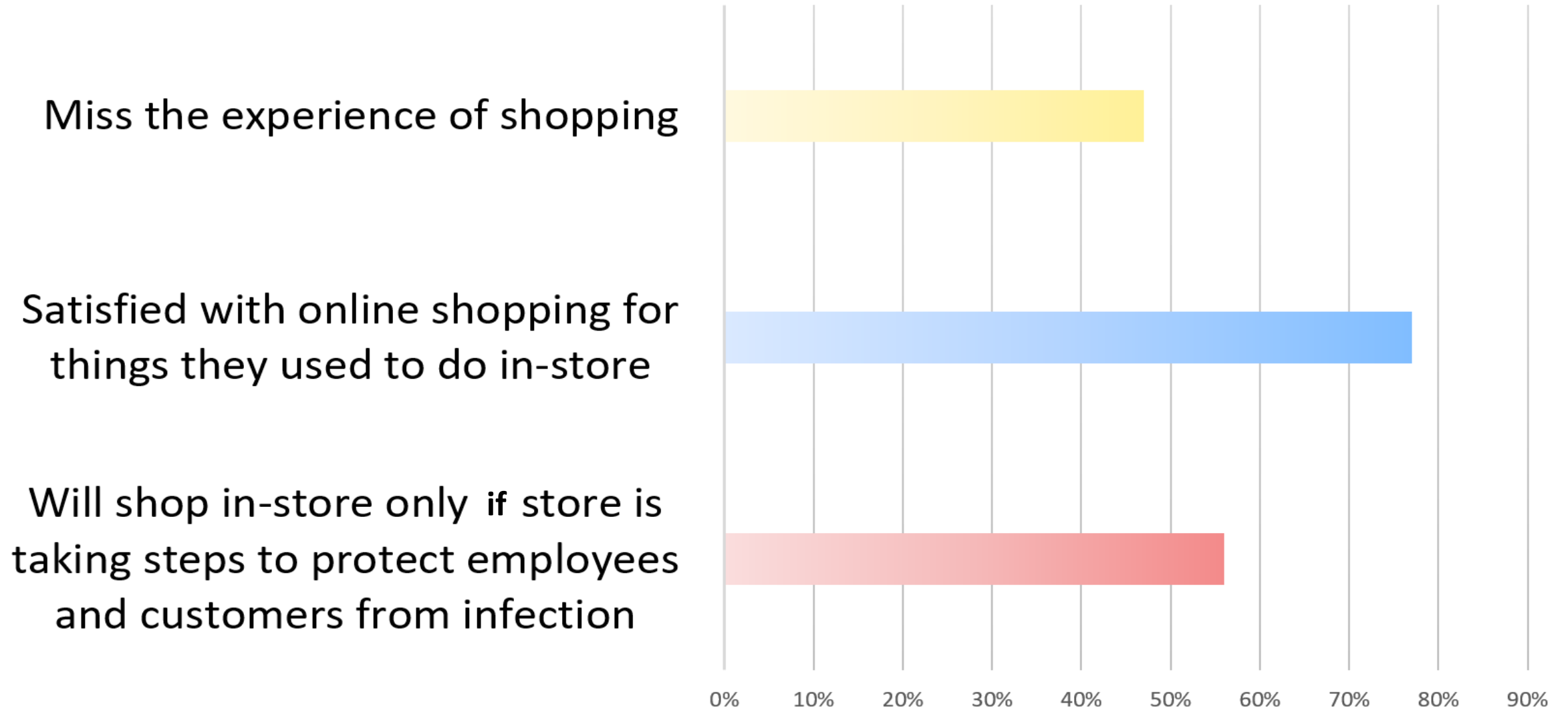
*Nationally representative sample of US adults*

# Home (Not) Alone

Have you felt any of the following during the pandemic?



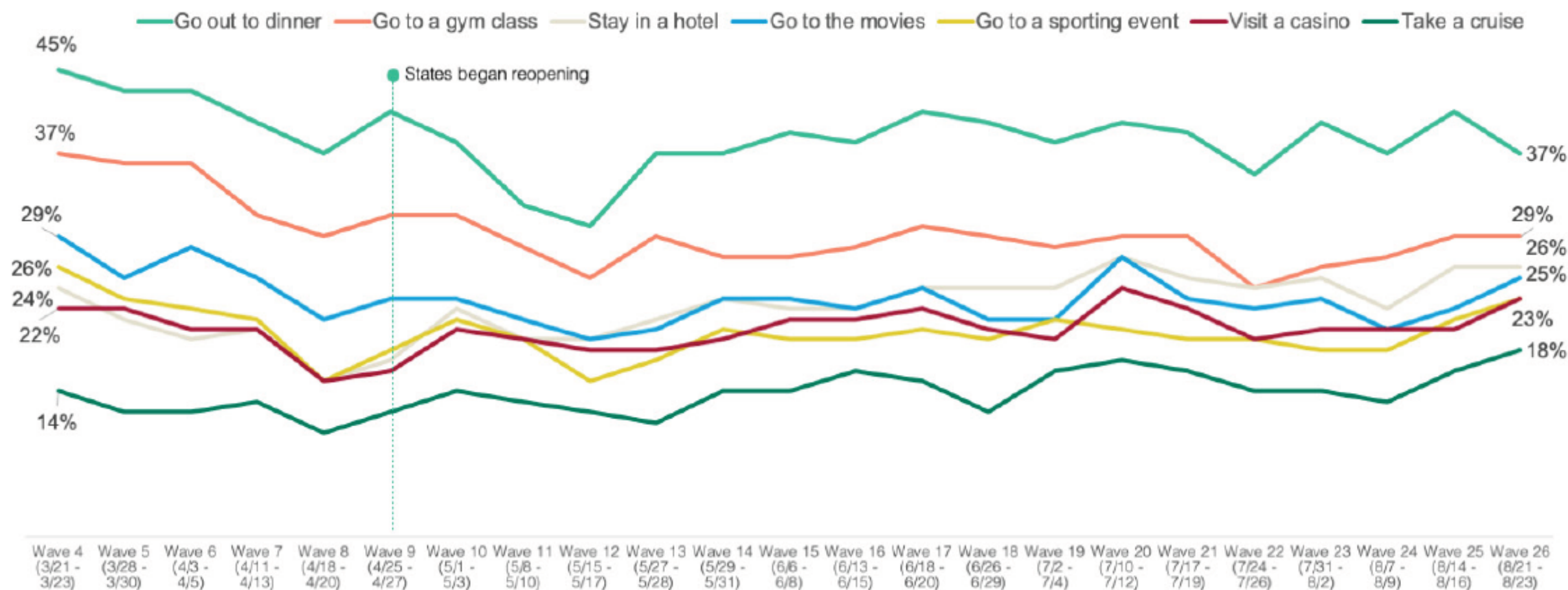
# Digitally-Accelerated Consumerism



# Life Interrupted

## Returning To Entertainment Activities Within 30 Days Fluctuates with Hope and Concern

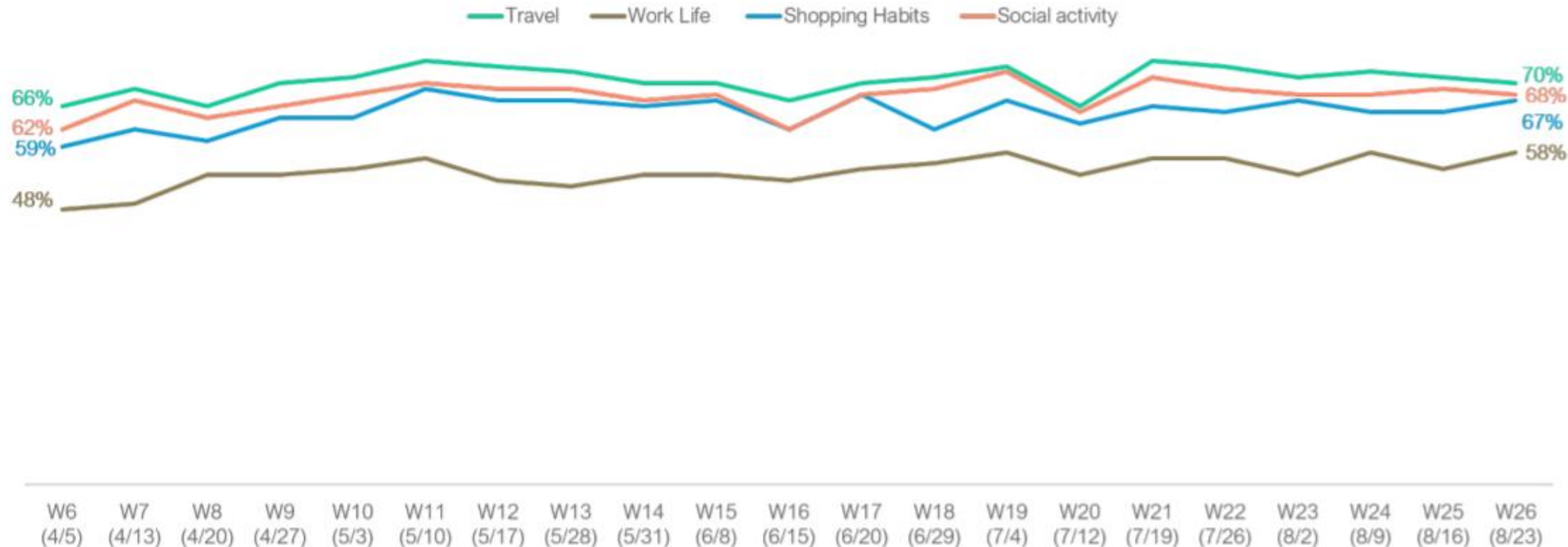
Once the government provides information that the spread of the virus is flattening how long will it take you to do each of the following?  
**(Summary of within 30 days)**



# A New (Not) Normal Ahead

Returning to Life As it Was Before Feels Less and Less Realistic; COVID-19 Is Changing 'Normal'

Once the pandemic is over, what do you think will be very different, somewhat different or mostly the same?  
(% saying 'very/somewhat different' after COVID-19)





## *Old Business*

This comprehensive way finding program for Elizabeth City was based on a scope of work designed to achieve five specific objectives for the City and County.



#### The group of stakeholders:

Deborah Malenfant – Elizabeth City Downtown, Inc  
Eddie Buffaloe / Rich Olson – City of Elizabeth City  
Sparty Hammett – Pasquotank County  
Holly Staples – Elizabeth City Chamber of Commerce  
Christian Lockamy – ECPC Economic Development Commission  
Corrina Ruffieux – Visit Elizabeth City



## Five specific objectives for the Wayfinding Plan.



### **Unified Approach to Directions.**

The wayfinding study itself will create an organized approach to navigating the area's features that will create a unified approach to giving and advertising directions leading people to their destination.

**Wayfinding Study.** We logged in hundreds of miles both driving and walking, organized over 151 photographs and created 121 drawings, maps and documents.





# 2

**Location Association.** While a visitor following a path to a specific destination for the first time stays on course, each sign gives them vital information to increase their knowledge about the city. They will become more likely to extend their stay and visit longer during future trips.

# 3

**Where to stop.** Parking is a key component to wayfinding. Our goal is to create a good feeling about using surface parking. When combined with wayfinding parking signs place visitors and locals close to their destination which in turn supports local business.





# 4

**Branding.** This is the highest value attributed to way finding signage. The brand elements, logo, colors, architectural style all combine to create hundreds of thousands of impressions. These signs tell everyone they are welcome. Because of the way finding function, Departments of Transportation allow for dozens of signs to be placed within their right of way. This amount of brand positioning would be impossible otherwise.

**Benchmarking.** The design of the wayfinding signage establishes a quality standard for the region's brand that sets the stage and encourages others to follow. Other towns have realized the benefit of such region-wide improvements.





Wayfinding programs have been proven successful over the past 20 years. The Department of Transportation's MUTCD manual of all traffic signs now includes specifications for these signs.

Good wayfinding enhances quality of life for individual and for communities and have become a key component helping sustain economic viability.

They affect how easily and often we travel and how engaged we are with others.

Boulevard  
Wayfinding



Downtown  
Wayfinding



Light Pole  
Mounted Pedestrian  
Wayfinding



Pedestrian  
Wayfinding



Parking



We developed a family of signs to create a consistent look.

NOTE: ALL DESTINATIONS LISTED ARE CITY OR COUNTY OWNED OR MANAGED PUBLIC, ART, EDUCATIONAL AND CULTURAL FACILITY.



Bizzell Design, Inc. PO Box 785 Baltimore, NC 28012 704-651-3528 / Project Designer: H.L. Bizzell, IDSA, SDCG: buzz@bizzelldesign.com / Structural Engineer: Clinton Robertson, PE, LEED AP BD+C

Elizabeth City, North Carolina 1

Blizzel Design, Inc. PO Box 785 Belmont, NC 28012 704-651-3438 / Project Designer H.L. Blizzel, IDSA, SEDG blizzelblizzel@gmail.com / Structural Engineer Clinton Robertson, PE, LEED AP BD+C

Elizabeth City, North Carolina 7

Elizabeth City

← Downtown  
Baltimore Point  
Dining & Shops

Museum  
of the Albemarle

Welcome Center

Elizabeth City  
State University ↑

USCG & Airport

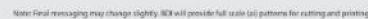
ROQUETTE COUNTY

Traveling Southeast on HWY 344/Halstead Blvd.  
is 80' North of Stopbar at Ehringhaus St.

Bizzell Design, Inc. PO Box 785 Robeson, NC 28012 704-651-3528 / Project Designer: H.L. Bizzell, IDSA, SPDG buzz.bizzell@gmail.com / Structural Engineer: Clinton Robertson, PE, LEED AP BD+C

Elizabeth City, North Carolina 7

Radio Tiger 2010 was the first to be held online to help give donations their due shout-out. A highlight to the Tiger Center was the first online Star T-shirt as the gift for



Bizzell Design, Inc. PO Box 785 Belmont, NC 28012 704-651-3526 / Project Designer: H.L. Bizzell, DSA, SEEDC [buzz.bizzell@gmail.com](mailto:buzz.bizzell@gmail.com)

Elizabeth City, North Carolina 3

Bizzell Design, Inc. PO Box 785 Belmont, NC 28012 704-651-3528 / Project Designer H.L. Bizzell, IDA, SEED [huzzbizz@bizzell.com](mailto:huzzbizz@bizzell.com) / Structural Engineer Clinton Robertson, PE, LEED AP BD+C

Elizabeth City, North Carolina 10



Elizabeth City State University  
Roanoke Stadium  
Sports Complexes  
USCG & Airport

E - Traveling South on Southern Ave.  
Sign is located 20' North of Hoffer St.

City Sports Complex  
150 Coast Street

Bizzell Design, Inc. PO Box 785 Belmont, NC 28012 704-651-3528 / Project Designer H.L. Bizzell, IDA, SEED [huzzbizz@bizzell.com](mailto:huzzbizz@bizzell.com) / Structural Engineer Clinton Robertson, PE, LEED AP BD+C

Elizabeth City, North Carolina 10

Each sign required has an exact location.

*Options for an information kiosk would add a placemaking effect to the riverfront parking area, your downtown's gateway by both waterway and roadway.*

## Information Kiosk

This kiosk structure is key to establishing a visible Brand presence. By capturing the most relevant architectural styling we will create the opportunity to instantly add charm to Water Street.


This "Gateway Information Kiosk" will also create a place for everyone to take a selfie, gather for events, further serving as a Brand identifier.

Elizabeth City's parking and park combinations along the waterfront are amazing. This kiosk provides these parks a "front door" of sorts, which is the essence of place making.



Design Option A





18-Downtown wayfinding signs  
6-Double faced parking signs and one information kiosk.

**\$92,400.00**

**27-Boulevard wayfinding signs**

**\$156,600.00**

Total Suggested Budget is estimated and includes materials,  
production & manufacturing and labor to install.

**\$249,000.00**

NCDOT could require changes or delete sign locations. Site conditions and utilities could require revising sign locations or using Hydro-vac drilled footings which could add to the installation costs.

# Welcome to Elizabeth City and Pasquotank County



## Proposed Downtown Sign Locations

## Downtown Wayfinding / Sign Locations



B - Traveling North on N. Water Street  
Sign is located 5' South of E. Colonial Ave.

C - Traveling South on N. Water St.  
Sign is located 45' North of E. Main St.

D - Traveling North on Water St.  
Sign is located 7' South of E. Main St.

E - Traveling East on E. Main St.  
Sign is located 2' West of N. Water St.  
Mounted on light pole

F - Traveling West on Main St.  
Sign is located 4' East of stopbar  
at N. McMorris St.  
Mounted on light pole

G - Traveling East on Main St.  
Sign is located 5' West of stopbar  
at N. McMorris St.  
Mounted on light pole

H - Traveling East on Church St.  
Sign is located 20' West of East Grice St.

J - Traveling East on Ehringhaus  
Sign is located 100' West of S. Road St.

K - Traveling East on Ehringhaus St.  
Sign is located 40' West of stopbar  
at S. Water St.

L - Traveling South on Southern Ave.  
Sign is located 20' North of Hoffer St.

M - Traveling South on Herrington Road  
Sign is located 125' North of stopbar at  
Halstead Blvd.

N - Traveling North on McMorris St.  
6 Feet from the intersection at 158

O - Traveling South on Herrington Road  
Sign is located 50' North of stopbar at  
US HWY 158.

P - Traveling East on HWY 158  
Sign is located 6' West of stopbar  
at N. Road St.

Q - Traveling South on Road St.  
Sign is located 10' ahead of stopbar  
at E. Main St

R - Traveling East on Main St  
Sign is 48' West of the stopbar at S. Road St.  
Mounted on light pole

S - Traveling North on Water Street  
Sign is located 50' from Fearing Street

T - Traveling South on Water Street  
Sign is located 10' from Fearing Street

2'-6" x 4'-0"



B Double Sided

Downtown  
Vehicular  
25 MPH  
3.5" Lettering  
3'-6" x 5'-8"



C

Downtown  
Vehicular  
25 MPH  
3.5" Lettering  
3'-6" x 5'-8"



D



E Mounts on Street Light



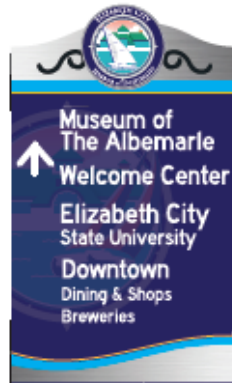
F Mounts on Street Light



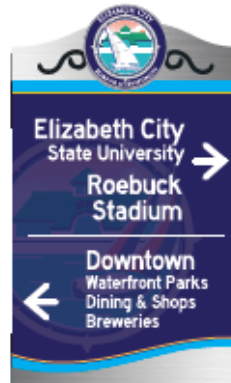
G Mounts on Street Light



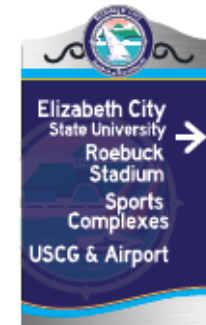
H



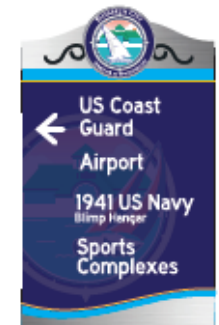
J



K



L



M

Pedestrian  
Oriented  
2'-6" x 4'-0"



N Mounts on Street Light



O



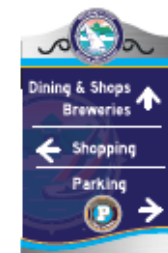
P Mounts on Street Light



Q



R Mounts on Street Light

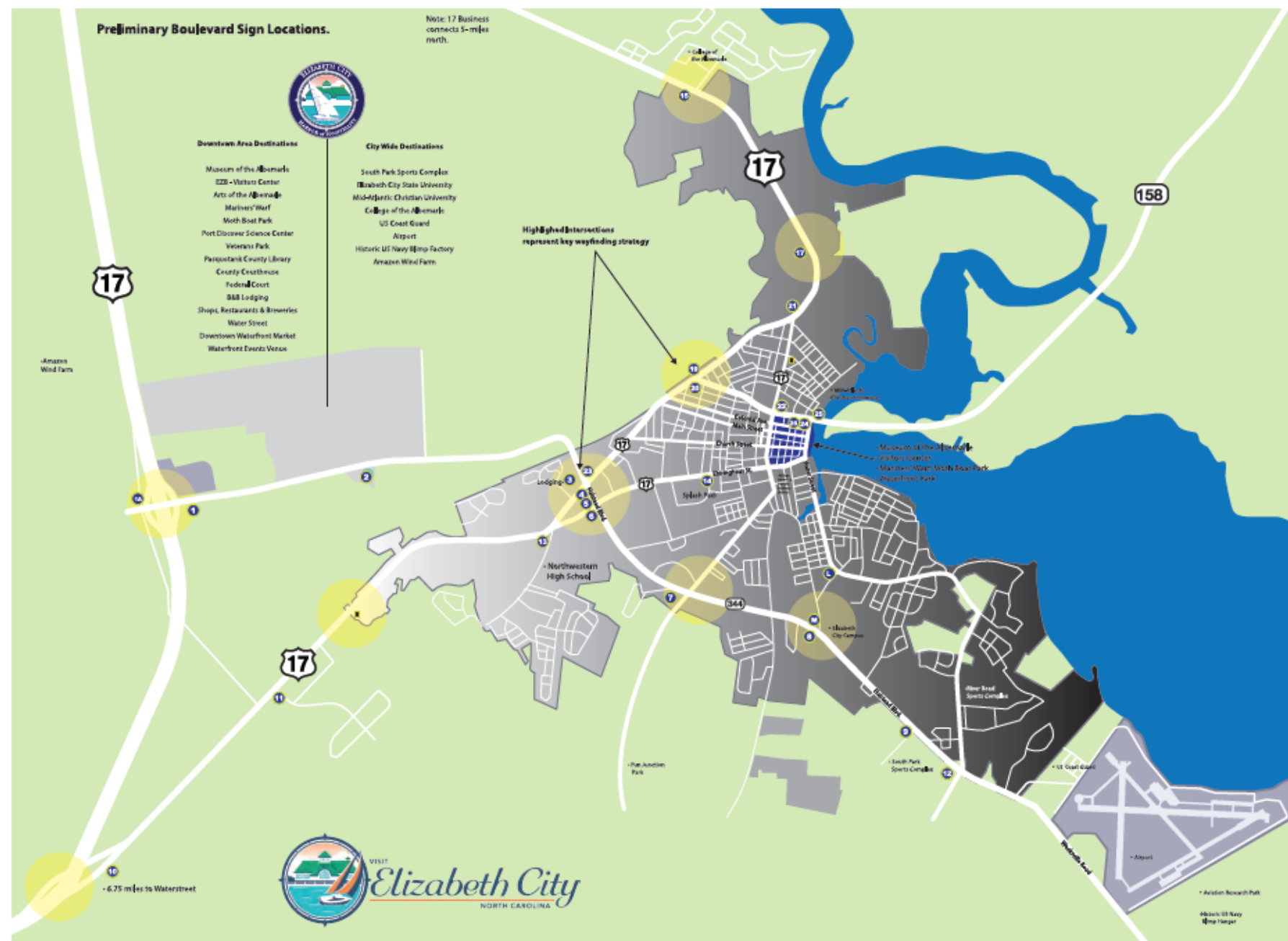


S



T Mounts on Street Light

## Wayfinding Sign / Locations

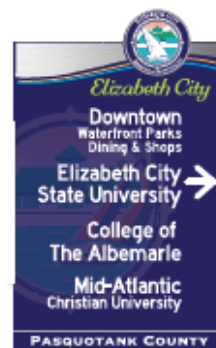


## Wayfinding Signs / Locations

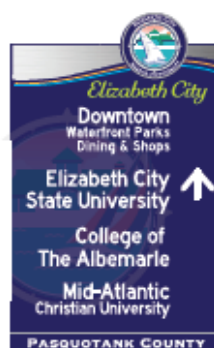
- 1 - Traveling East on Hwy 344/ Halstead Blvd.  
Sign is 345' East of stopbar at Exit 258.
- 2 - Traveling East on Hwy 344/ Halstead  
Sign is approx. 1.25 miles northeast from Exit 258
- 3 - Traveling Southeast on Halstead  
Sign is 200' North of S. Hughes Blvd.
- 4 - Traveling North on Hwy 17  
Sign is 300' South of stopbar at Halstead Blvd.
- 5 - Traveling Southeast on HWY 344/Halstead Blvd.  
Sign is 80' North of Stopbar at Ehringhaus St.
- 6 - East on West Ehringhaus St.  
Sign is 276' West of stopbar at Halstead.
- 7 - Traveling Southeast on Hwy344/Halstead  
Sign is 230' Northwest of Body Road.
- 8 - Traveling Southeast on Hwy344/Halstead  
Sign is 125' Northwest of Harrington Road
- 9 - Southeast on Hwy344/Weeksville Rd  
Sign is 100' Northwest of Capital Terrace.
- 10 - Traveling north on Hwy 17 Bus.  
Sign is 200' North of SR 1362
- 11 - Traveling north on Hwy 17 Bus.  
Sign is 200' south of Interpath Parkway.
- 12 - Traveling Southeast on Weeksville Rd.  
Sign is 236' Northwest of Pitts Chapel Rd.
- 13 - Traveling East on Hwy 17  
Sign is 210' West of Oak Stump Road
- 14 - Traveling East on Ehringhaus St.  
Sign is 90' West of Seldon Rd.
- 15 - Traveling South on Hwy 17 Bus.  
Sign is approx 210' North of Coa Drive
- 17 - Traveling South on Hwy 17 Bus.  
Sign is approx. 175' North of Vasa Dr
- 19 - Traveling South on Hwy 17 Bus.  
Sign is 300' North of stopbar at US 158
- 20 - Traveling North on Hwy 17/N. Hughes Blvd.  
sign is 250' from stopbar at Hwy 158
- 21 - Traveling South on Hwy 17/N. Hughes Blvd.  
Sign is 249' from stopbar at Griggs St.
- 22 - Traveling West on Hwy 158  
Sign is 320' from stopbar at N. Road St
- 23 - Traveling South on S. Hughes Blvd.  
Sign is 250' North of stopbar Halstead Exd.
- 24 - Traveling East on Hwy158  
Sign is 35' West of stopbar at N. Water Street
- 25 - Traveling West on Hwy 158  
Sign is 5' west of stopbar at N. Waterstreet.
- 26 - Traveling East on Hwy 158  
Sign is 50' West of stopbar at N. Poindexter

Note: Signs 344 are designed to lead visitors to lodging destinations then downtown via Eringhaus to the Visitor Center and the best parking. Sign 5 picks up the left turn.

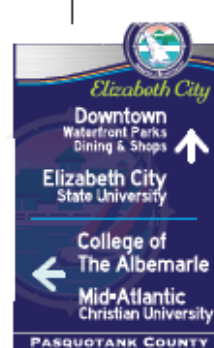
## Boulevard Wayfinding/ Messaging



1 & 1A Left Arrow



2



3



4



5



6



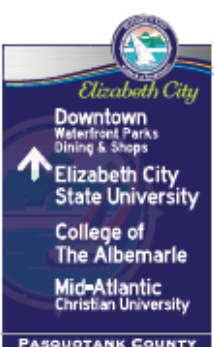
7



8



9



10



11



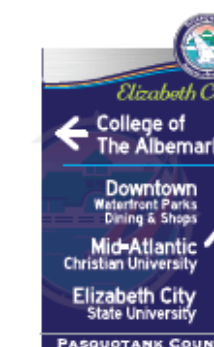
12



13



14



15



17



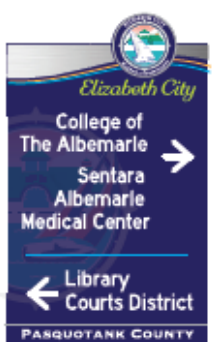
19 Very crowded messaging MCDOT may kick out a destination.



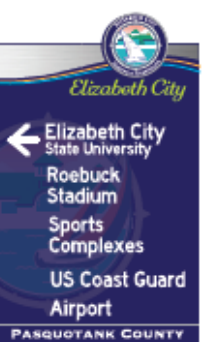
20



21



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23



24



25



26

Note: Final messaging may change slightly. BDI will provide full scale (ai) patterns for cutting and printing.

City Council & County Commissioners: We're asking for support of the plan and financial commitment so we can move forward with the next steps toward implementation.

Your commitment allows us to:

- Submit the plan to the NC Department of Transportation for review and approvals.
- Distribute an official RFP to get firm pricing on the production of the product.
- Work to secure additional funding sources.
- Once we have approvals from NCDOT, we will have six months to complete the installations.
- This will be presented to you at a meeting in the near future as an action item.

*\*The financial commitment is key to proceed with next steps and to begin soliciting dollars from other organizations and possible grant dollars. Our hope is that our final ask will be less than that.*

## Next Steps





*New Business*

## BUDGET AMENDMENT REQUEST

*Thursday, December 3, 2020*

### Revenue

Increase	Coronavirus Grant Award	10,750.00
		<u>10,750.00</u>

### Expenses

Increase	Mktg & Sales - Advertising & Marketing	10,750.00
		<u>10,750.00</u>

To adjust the budget to accommodate the second NC Tourism promotion COVID-19 grant award and the accompanying approved marketing expenses including Our E-City swag items

## **Current Finance Policies Language:**

### Capital Improvement Account

*The Authority shall create and maintain a Capital Improvement Account. The purpose of this account shall be to earmark a portion of the annual budget for a future capital investment that will provide a new, permanent asset for visitors. This account will be created by shifting a maximum of 3% of monthly revenues received into the Capital Improvement Account. Disbursements from this fund require a super-majority of two-thirds of the board.*

## **Proposed edits (changes highlighted)**

### Capital Improvement Account

*The Authority shall create and maintain a Capital Improvement Account. The purpose of this account shall be to earmark a portion of the annual budget for a future capital investment that will provide a new, permanent asset for visitors. This account will be created by transferring a maximum of 3% of monthly revenues received into the Capital Improvement Account. Funds shall be transferred to the account by a majority vote of the board during a regularly scheduled board meeting. Disbursements from this fund require a super-majority of two-thirds of the board.*



## *Other Business*

Jeff –  
thank  
you for



*Thank you & Merry*

