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BOARD OF DIRECTORS MEETING AGENDA
Wednesday, August 19
Norman CVB, 223 East Main Street, 9:00 a.m.

Action Items:

- I. Minutes
Action: Consider approval of June NCVB board meeting minutes.
- II. Financials
Action: Consider receiving June financials and filing for audit.
- III. Contract with Gray, Blodgett & Company
Action: Consider approval of contract for payroll and limited financial services with Gray, Blodgett & Company.

Discussion Item:

- IV. Things Ahead for the Bureau
Discussion of addressing immediate issues before Bureau.

Reports:

- V. Key Indicators
- VI. Key Initiatives
- VII. City Issues
- VIII. Developments
- IX. Partner Reports

MISSION: *The mission of the Norman Convention and Visitors Bureau is to attract and provide services for conferences, meetings and visitors from around the world to the Norman community.*

The NCVB is the marketing organization promoting Norman as a convention, sports and tourism destination. Annually Norman realizes in excess of \$138 million new dollars to our community through tourism.

BUREAU CALENDAR NOTES

NHA, Tuesday, August 25, 4:00 p.m., Courtyard by Marriott

Sports Committee, Thursday, September 3, 8:00 a.m., CVB Boardroom

Labor Day, Monday, September 7 OFFICE CLOSED

Marketing Committee, to be scheduled

Finance Committee, to be scheduled

Norman CVB Executive Committee, Wednesday, September 9, 8:30 a.m., CVB Boardroom

Norman CVB Board of Directors, Wednesday, September 16, 9:00 a.m., CVB Boardroom

FESTIVALS / EVENTS

Michael Bolton, Saturday, August 22, Riverwind

Summer Breeze Concert Series – Darrell Scott, Sunday, August 23, Lions Park

Dustbowl Arts Market, Saturday, August 29, Campus Corner

Heart, Saturday, August 29, Riverwind

Taste of Norman, Thursday, September 3, McCasland Field House

Cleveland County Free Fair, September 10-12, Fair Grounds

OU vs. Idaho State, Saturday, September 12, time tba

ROTAX Grand Nationals, September 15-19, Oklahoma Motorsports Complex

OU vs. Tulsa, Saturday, September 19, 2:30 p.m.

OU vs. Baylor, Saturday, October 10, time tba

U2, Sunday, October 18, Memorial Stadium

OU vs. K-state, Saturday, October 31, time tba

OU vs. Texas A&M, Saturday, November 14, time tba

OU vs. Oklahoma State, Saturday, November 28, time tba



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BOARD OF DIRECTORS ORIENTATION
Wednesday, August 19
9:00 a.m.

- I. What is a Destination Marketing Organization?
- II. Norman CVB Overview
 - a. Mission Statement
 - b. Destination Management Plan
 - c. Goals
 - d. Bylaws
 - e. Policies
 - f. Conflict of Interest and Nondisclosure Agreement
 - g. Code of Ethics
- III. Budget
- IV. Board of Directors Overview
 - a. Board Position Descriptions
 - b. Responsibilities
 - c. Effective Meetings
 - d. Use of Executive Session

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