



**MINUTES**  
**MOORESVILLE TRAVEL AND TOURISM AUTHORITY**  
**THURSDAY, SEPTEMBER 5, 2024**  
**9:00 AM – CHARLES MACK CITIZEN CENTER, MOORESVILLE, NC**

Present: Grant Hutcheson, Christine Patterson, Andrew Mills, Paul Kreins, Michael Gander, Eddie Dingler, Chris Quinn,

Guest: Randy DuTeau, Kaitlyn Grekoff, Tony Bassatt, Evans Ballard, Carey Austin, Jessie Colton, Sarah Johnson, Angie Patel, Terrell Chestnut, Sandy Buck, Sharon Webster

1. Mr. Hutcheson called the meeting to order at 9:05 AM. A quorum was present.

2a. Approval of Minutes

Mr. Hutcheson called for approval of the minutes.

Andrew Mills made a motion that the minutes of the August meeting be approved.

Eddie Dingler seconded the motion.

The motion passed unanimously, and the minutes were approved.

2b. Annual Ethics Training for Travel & Tourism Board

Carey Austin, Assistant Town Attorney, talked about Open Meetings Law and Public Records/Notice Requirements, Agendas, Meeting Minutes/Meetings, and Decorum.

Carey Austin, Assistant Town Attorney, spoke about Conflicts of Interest/Gifts/Political Endorsements

Jessie Colton, Purchasing Manager, spoke about Procurement Law in North Carolina/Obtaining Multiple Quotes for Products and Services/P-Card Use, Travel, Alcohol, and Detailed Receipts

2c. Executive Director Report

Randy DuTeau introduced Kaitlyn Grekoff, our new marketing manager, effective August 12, 2024.

Randy stated he and Kaitlyn Grekoff will immediately start the DMAP accreditation process through Destinations International. Going through this process will force us to have a mastering document for

CVB, including Bylaws, rules, regulations, marketing plans, etc., which service our standard operating procedures. The application is due April 15, 2025.

Randy stated that we are meeting with agencies to discuss rebranding and creating a design.

Randy stated that the MTTA Board of Director Notebooks had been replaced with iPads. They were distributed to every board member today and will be collected at the end of each meeting. The CVB office will keep them updated and distribute them at every board meeting in the future. Each iPad contains government information, board meeting agendas/minutes for last year, and an employee handbook.

#### 2d. Chairman of the Board Report

Mr. Grant Hutcheson reported he, Randy DuTeau and Kaitlyn Grekoff attended the NC Travel & Tourism Coalition meeting.

#### 2e. LEADS Report

Randy DuTeau stated he would work with the Mooresville Downtown Commission to secure the host properties for their Main Street Conference in March 2025.

Randy stated he would be working with Great Race in June 2025.

Randy stated he is auditing the events we have sponsored in the past to examine the Return On Investment. We are in the process of changing that.

#### 2f. Financial Report

Chris Quinn stated that Occupancy Tax Collections are down 5% over last year. The auditor's report is complete and solid.

Chris cited the auditor's report for suggestions for improvement, including the fact that CVB doesn't have its own CPA to create its financial statements.

Chris stated the CVB is subject to the pre-audited certification rule meaning the state requires purchase orders/requisitions to be pre-audited before you spend any money. The designated finance people must physically sign off to say, "Yes, we have the money in the budget," before the money is allowed to be spent. This rule hasn't been applied yet. Steps will be taken to correct this internally.

#### 2g. New Business

Christine Patterson, Mooresville Arts & Events Manager, stated that the Bands Brews & BBQ event in Mooresville is on September 14, and posters are available.

#### 2h. Old Business

There was no old business.

3. Adjournment

The meeting adjourned at 10:22 AM. Motioned by Andrew Mills, seconded by Paul Kreins.

Respectfully submitted,

*Grant Hutcheson/sw*

Grant Hutcheson  
Chairman of the Board