

**WADMC EXECUTIVE COMMITTEE**  
**November 20, 2017**  
**Williamsburg Area Chamber & Tourism Alliance**  
**4:00 PM**  
**Meeting Notes**

**PRESIDING: Kevin Onizuk, CHAIR**

**PRESENT: David Cromwell**

**ABSENT: Andrea Sardone**

**OTHERS PRESENT: Karen Riordan, Bob Harris, Corrina Ferguson, Dave Potter**

1. **Kevin Onizuk** called the meeting to order.
  
2. Corrina Ferguson reported on the finances:
  - a. 2017 Monthly Report – Revenue collections continued to improve with overall expenses projected to be under budget. This is resulting in a higher than planned carryover.
  - b. 3rd Quarter Report completed by our independent accounting firm Brigham & Calhoun reported no discrepancies.
  - c. 2016 Audit Report had no issues. There was a recommendation to obtain general ledger software products such as QuickBooks and Peachtree accounting systems. The current procedure and general recommendations is in a separate letter to management, a copy of which is provided for your consideration. Dave and Corrina will confirm pricing to implement this recommended system in 2018.
  
3. Corrina presented the 2018 preliminary budget as a work in progress. As a reminder, the revenue component of the existing budget is based on when cash is received not necessarily when the visitors arrive in destination.

4. 2018
  - a. 2018 PROPOSED OFFICERS
    - i. David Cromwell – Chair
    - ii. Andrea Sardone – Vice Chair
    - iii. Neal Chalkley – Treasurer

2018 WADMC Proposed Meeting Schedule

February 5, WADMC @ 4:00 PM  
March 19, Executive Committee, 4:00 PM  
April 16, WADMC, 4:00 PM  
May 14, Exec, Com @ 4:00 PM  
June 18, WADMC, 4:00 PM  
July 16, Exec. Com @ 4:00 PM  
September, 17, Exec. Com 4:00 PM  
October 1, WADMC, 3:00 PM  
November 19, Exec. Com @ 4:00 PM  
December 10, WADMC, 3:00 PM

5. CIVITAS UPDATE – Executive Committee will present the Civitas finds to the full board. An advance copy will be sent as a pre-read.
6. With no further Business, Kevin adjourned the meeting.

Next WADMC Meeting December 11, 1:00 PM Greater Williamsburg Chamber & Tourism Alliance