

**BURGAW TOURISM DEVELOPMENT AUTHORITY
REGULAR MEETING**

DATE: September 7, 2023
TIME: 8:30 AM
PLACE: Burgaw Town Center, 108 E Wilmington Street
MEMBERS PRESENT: Eden Mills, Taylor Gadow, Jennifer Hansen
TOWN STAFF PRESENT: Jayna Augst, Recreation Coordinator
Tiffany Byrd, Deputy Finance Officer
Kristin Wells, Town Clerk
Gilbert Combs, Planning Director
Olivia Dawson, Mayor
PUBLIC PRESENT: None

Call to Order

Ms. Mills called the meeting to order at 8:36 am.

Approval of Minutes

Ms. Hansen made a motion to approve the minutes from the August 3, 2023 regular meeting. Ms. Gadow seconded the motion. Motion carried.

Old Business

Ms. Augst updated the board on membership. There are now two vacancies on the board as Ms. Gadow has resigned and Ms. McDuffie has been moved to the newly created second occupancy tax collector position. Ms. Wells stated that there have been no applications yet.

Ms. Augst updated the board on quotes for marketing materials they had requested.

Ms. Augst updated the board on quotes for local billboards. Ms. Augst will get information on if an annual contract has to be signed with the billboard company or if advertising can be done on a month-to-month basis.

Ms. Augst updated the board on the rolling signs they purchased. She purchased two rolling poster signs. Ms. Augst will check with Bandanas and Walmart about putting signs on their properties temporarily. She also suggested putting a sign on the sidewalk at the library.

Ms. Hansen made a motion to purchase 1000 double sided rack cards and holders if needed up to \$200. Ms. Gadow seconded the motion. Motion carried. The TDA members can put these out at different places.

Mr. Combs updated the board on his progress with the wayfinding signs project and presented a map of where the board had previously chosen to place different signs around town.

The board discussed their next market, set for November 17.

New Business

The board discussed purchasing the center ad in the Lions Club community calendar. Ms. Hansen made a motion to purchase the center ad spot on the Lions Club calendar for \$350 if it is still available. Ms. Gadow seconded the motion. Motion carried.

Other Items If Necessary

No other items.

Adjournment

Ms. Gadow made a motion to adjourn. Ms. Hansen seconded the motion. Motion carried.

Meeting adjourned 9:24 am.

Attest: _____
Jayna Augst, Recreation Coordinator

Myra McDuffie, Chairperson