

**BEREA TOURISM COMMISSION MINUTES**

**SPECIAL CALLED MEETING**

**Wednesday, April 22, 2026, 5:00 PM**

**City Annex Building**

**304 Chestnut Street**

Meeting called to order at 5:00 PM, Will Gover, Commission Chair, presiding

Roll call of attendance; Quorum for meeting was called

**Commission Member's Present:**

- Will Gover
- Donna Brewer
- David Gregory
- Laura Carpenter
- Shelley Wolfe
- Jim Davis
- Todd Holbrook

**Support Staff Present:**

- Nancy Conley
- Laura Poulette
- Debra Morgan
- Tommy Horn

**Guests Present:**

- Shawn Sandlin, City Administrator

**Approval of Agenda:**

- Jim Davis made a motion to accept the agenda. Shelley Wolfe seconded this motion.
- Agenda passed unanimously

**Approval of Minutes:**

- Shelley Wolfe moved to approve March 11, 2026, BTC meeting minutes. Donna Brewer seconded this motion.
- Minutes from March 11, 2026, BTC meeting passed unanimously.

### **Approval of FY 2026-2027 Budget**

- Nancy Conley pointed out that in the Commissioner's packets were copies of both the FY 2026-2027 Budget (with changes highlighted in yellow) as well as the Budget Justifications and Explanations.
- Nancy told the Commission that some new information regarding Salaries and Benefits had just been received and that expenditure information would need to be added later, therefore, if a motion was passed at today's meeting, it would need to be noted that the Salary and Benefits section would be added later.
- Nancy reviewed the budget by each line item pausing several times throughout her presentation asking for questions from the Commission and there were no questions throughout the presentation.
- At the conclusion of the presentation, Nancy asked if there were questions.
- Jim Davis asked what would happen in the salary increase was more than the 3% anticipated increase.
- The question was directed toward City Administrator Shawn Sandlin, and he suggested that the Commission approve the proposed budget based on the anticipated annual city wide 3% increase, for all departments, including Tourism.
- Jim Davis noted that salaries went up quite a bit from last year to this year.
- Laura Carpenter made a motion to accept the proposed FY 2026-2027 budget with the addition of an approved salary annual percentage allowed thru the City Council. Will Gover seconded this motion. The motion passed unanimously.

### **Public Comments:**

No public comments

### **Commissioner Comments:**

- Jim Davis asked for an update on the wrapping of the Tourism van. Nancy replied that he design is currently being worked on and it will be presented to the Commission.
- Will Gover expressed thank you to the Madison Southern Marching Band and the mention of Tourism logo and sponsorship on the two new jumbotron located in the Madison Southern High School Gymnasium.
- Will also thanked Nancy Conley for the hard work on the FY 2026-2027 budget.
- Laura Carpenter questioned why we skipped the Director's report and the other reports (Group Tour Planner, Media Manager, and Program Manager) were not included in the packet. Will pointed out that today's meeting was a special-called meeting and needed to be shortened due to another building scheduled in the City Annex Building following the BTC meeting.
- David Gregory thanked Nancy and staff for the hard work on the FY 2026-2027 budget and commented that it looks good and is very happy with the beautification part of the line item, putting a lot out in the community and very excited about that.

- Shelley Wolfe stated that all of the new ground planters and hanging pots have arrived and asked if there was an update on the brackets for the poles and the anticipated delivery date. Nancy replied that the brackets were running one week behind in shipping.
- Shelley noted that a group has started the process of getting water and soil in the pots and they are working in the Utilities Bay area. Will Gover thanked Shelley for the coordination of this work.

**Adjournment:**

Laura Carpenter moved to adjourn the meeting. Jim Davis seconded this motion. Motion passed unanimously and the meeting adjourned at 5:21 pm.