



**AGENDA**  
**BOARD OF DIRECTORS' MEETING**  
**Martinsburg-Berkeley County Convention and Visitors Bureau**  
**126 E Race St. Martinsburg, WV 25401**  
**Wednesday, January 16**  
**10:00 am**

**I CALL TO ORDER**

- New Board Member Introduction Tracy Sherman Mark Jordan

**II APPROVAL OF NOVEMBER BOARD MINUTES** Kelly Tanksley

**III FINANCIAL REPORTS** Mark Jordan

- November Balance Sheet and P&L
- December Balance Sheet and P&L

**IV REPORTS**

- Executive Assistant Samantha Cronk
- Executive Director Mark Jordan
- WV Tourism Vanessa Williamson
- Lodging Danielle Johnson
- Library/Community News Kelly Tanksley
- Development Authority of Berkeley County Tara Price
- Berkeley County Historical Society Todd Funkhouser
- Roundhouse Elaine Mauck

**V UNFINISHED BUSINESS – Seed Grant Applicant, Michelle Kiwatkowski - Withdrawn**

**VI NEW BUSINESS**

**VII PUBLIC COMMENT**

**VIII ADJOURNMENT** Kelly Tanksley