



**The City of Hogansville, Georgia  
Marketing and Tourism Commission**

**PURPOSE:** The purpose of the Marketing and Tourism Commission of the City is to manage and direct the efforts of the City to Brand, Market and Promote itself primarily with the use of that portion of the Hotel/Motel Tax dollars collected and distributed by the Direct Marketing Organization (DMO) used by the City for that purpose. (A 501(c) 6 organization)

**COMPOSITION:** The Commission shall consist of seven (7) members appointed by the Commission and confirmed by the City Council. Initially all seven members of the Commission will be appointed by the City Council. Additionally an ex-officio member shall be assigned by the Mayor from time to time from among the City Staff and Members of the City Council. Members may be re-appointed at the discretion of the Commission and as confirmed by the Council. All Appointments to the Commission, including re-appointments, Shall be made from among Commission members seeking re-appointment and citizens seeking appointment. The Commission shall make a recommendation to the Council concerning appointments in advance of the expiration of their terms. The Council shall approve all appointments.

**TERM:** Commission members shall serve for a term of three (3) years. The initial members shall be appointed for staggered terms so as to expire over the initial three years as detailed below.

**INITIAL MEMBERS:** The following individuals are appointed as members with terms expiring as indicated:

<b>Name</b>	<b>Term Expires</b>
Sheri Metternick-Jones	June 30, 2021
Jess Henderson	June 30, 2021
Jackie Terrail	June 30, 2022
Brandon Rettke	June 30, 2022
Tim Morgan	June 30, 2023
Vickie Brown	June 30, 2023
Rich Brown	June 30, 2023
Jonathan Lynn, City Manager	(Ex-Officio)

**OFFICERS:** The Commission shall appoint from its members a Chair Person and a Secretary and any other officers it deems necessary. Those officers shall perform such duties as may be

determined by the Commission, without compensation, except that the Chair Person shall function as the Chair of any and all meetings of the Commission.

**MEETINGS:** The Commission shall meet at least monthly at a place and on a day and time as it shall deem appropriate; Meetings are to be conducted using Roberts Rules of Order, Newly Revised in Brief. An agenda will be published for all meetings. Minutes of all meetings will be kept and approved at the next meeting, when possible.

**OPEN RECORDS/OPEN MEETINGS:** As a committee of the City Council, this Commission is subject to the Open Records and Open Meetings Act of the State of Georgia. All meeting are to be open to the public and noticed to the press and the public and any record created by the Commission is subject to public inspection as required by statute. (O.C.G.A 50-14-1 & 50-18-70)

**ATTORNEY:** The City Attorney for Hogansville shall be the attorney for the Commission. As required by the City Charter all contracts entered into by the Commission must be approved by the City Attorney as to form.

**BUDGETING:** The Commission will be responsible for creating an annual budget for the use of Hotel and Motel Tax money, with the assistance of the City Manager/Clerk. Such Budget, once approved by the City Council is to be forwarded to the DMO used by the City. The Budget may be amended from time-to time as circumstances warrant. Again, any such amendments must be approved by the City Council. The Commission will also be responsible for preparing a budget under similar terms for any other monies that may come under their control.

**RECEIPTS & EXPENDITURES:** It will be the responsibility of the Commission, with the assistance of the City Manager/Clerk to keep a record of all receipts and expenditures of Hotel/Motel Tax monies. Similarly, the Commission will keep a record of all other receipts and expenditures.

**REPORTING:** The Commission will be responsible for the annual reporting requirements of the Georgia Hotel/Motel Tax Statute, with the assistance of the City Manager/Clerk. (O.C.G.A. 48-13-51) Such report shall be approved by the City Council prior to submission to the State. Additionally the Commission will prepare a report quarterly (Ending September 30, December 31 and March 31.) and present same to the City Council.