

**MINUTES  
GWCCA PERSONNEL COMMITTEE MEETING**

**September 20, 2012  
9:00 a.m.  
Legacy Lodge & Conference Center  
Buford, GA**

**Committee Members Present:**

David Allman  
Glenn Hicks, Chair  
Lee Hunter  
Tim Lowe  
Dee Yancey

**GWCCA Staff Present:**

Dale Aiken

**Guests:**

Pargen Robertson, Legal Counsel

**Committee Members Absent:**

Bill Hamrick, Legislative Advisor

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Chair Hicks called the GWCCA Personnel Committee meeting to order at 9:00 a.m.

Today the Committee will discuss the extension of Frank Poe's agreement and next year's compensation. Since the last Personnel Committee meeting on August 21, 2012, Guy Cody with Heidrick & Struggles provided the committee with executive director compensation data from major convention centers around the country as a comparison. The committee also compared Mr. Poe's current compensation with the compensation of Dan Graveline, former Executive Director, to show the significant reduction in compensation for Mr. Poe.

Based on current projects facing the Authority, new revenue sources recently uncovered, and re-tooling of the business model, the Committee felt that Mr. Poe is doing an outstanding job and he should be allowed to keep moving forward. Therefore, Chair Hicks recommended to the Committee that Mr. Poe's contract be extended five years. He also recommended the Personnel Committee facilitate Mr. Poe's annual performance review and determination of his annual objectives. Today the Committee will set the bonus categories and the percentage assigned to each category.

After discussion, the Committee established a new base salary and performance guidelines for a sixty month extension of Mr. Poe's agreement. Seventy-five percent of the bonus will be related to the financial status of the Authority and twenty-five percent will be related to assigned objectives. Assigned objectives will be determined by the Committee on an annual basis. The Committee will begin working on specific FY14 objectives. Pargen Robertson, Authority's legal counsel, will start drafting Mr. Poe's new contract.

***A motion to recommend the full Board approve extending Mr. Poe's agreement for sixty months and establish a new base salary and performance guidelines was made by Lee Hunter, seconded by Dee Yancey, and unanimously approved.***

The Committee's above recommendation will be presented to the full Board at the October 2012 Board meeting.

Chair Hicks asked for a motion to approve the August 21, 2012 meeting minutes.

*A motion to approve the August 21, 2012 GWCCA Employee Compensation Committee meeting minutes as presented was made by David Allman, seconded by Lee Hunter and unanimously approved.*

There being no further business to discuss, the meeting adjourned at 9:33 a.m.

Respectfully submitted:

Approved:

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Dale Aiken, Assistant Secretary

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Glenn Hicks, Chair