

CITY OF GROVE  
CONVENTION AND TOURISM BUREAU  
MINUTES  
JUNE 10, 2015

City Clerk Bonnie Buzzard administered the Oath of Office to Jim Corbridge, Amelia Chamberlain and John Wells.

The first meeting of the City of Grove Convention and Tourism Committee was called to order.

Those in attendance were Board members Jim Corbridge, Amelia Chamberlain and John Wells. Also in attendance were Debbie Bottoroff, Assistant City Manager and Bill Keefer, City Manager.

There were no public comments.

Staff provided a brief overview of the agenda, meeting format and process related to preparation of agenda packets.

Election of Officers.

- Jim Corbridge was nominated as the Chairman for the Board. There were no other nominations. Chamberlain made the motion to approve Corbridge as the Chairman. Wells second the motion. Motion was approved unanimously.
- John Wells was nominated as Vice-Chairman. There were no other nominations. Corbridge made the motion to approve Wells as the Vice-Chairman. Chamberlain second the motion. Motion was approved unanimously.
- Amelia Chamberlain was nominated as Secretary. There were no other nominations. Corbridge made the motion to approve Chamberlain as the Secretary. Wells second the motion. Motion was approved unanimously.

2015-2016 CTB Budget

Staff presented the proposed 2015/2016 CTB Budget for review and consideration. It was noted that because of the timeframe to seat the board, it was necessary for Staff to prepare budget as part of the Council's work session and public hearing. The budget is based upon a very conservative revenue projection as there is no history on which to base anticipated revenue from the hotel tax. Staff reviewed the proposed funding amounts for each expenditure line item and what might be expended in each. Staff answered several questions regarding how the budget works and the funds. It was noted that all of the hotel tax funds will be placed in a standalone fund and all funds remaining at the end of the fiscal year will be carried over into the next fiscal year and accounted for in the budget.

Wells made a motion to approve the proposed 2015-2016 CTB Budget. Chamberlain second the motion. Motion was approved unanimously.

### CTB Bylaws

Staff briefly reviewed the proposed by-laws. The Board determined that it would be advisable to hold off further review and discussion until a full board is seated.

Wells made the motion to table consideration of the proposed by-laws until the next meeting. Chamberlain second the motion. Motion was approved unanimously.

### Meeting Schedule

Staff noted that there will be a need to establish a regular schedule for our monthly meetings. Again, the Board indicated that they would wait until a full board is seated prior to setting a fixed monthly meeting schedule. Discussion did occur on setting a July meeting.

A motion was made and second to schedule the next meeting for Wednesday, July 22<sup>nd</sup> at 2 PM. Motion was approved unanimously.

### Work Plans and Goals

Staff noted that Board should start thinking about goals and work plans for the CTB. It was recommended that the Board develop reasonable and realistic goals for the first year. It was suggested that the Board schedule a work session in the future for this purpose. No action was taken on this agenda item.

There were no further Staff reports to reports from the Board.

Chamberlain made a motion to adjourn, Wells second the motion. Motion was approved unanimously.