

CITY OF GROVE
CONVENTION AND TOURISM BUREAU
MINUTES
REGULAR MEETING
FEBRUARY 25, 2016

Jim Corbridge, Chairman, called the meeting to order. Members present were Amelia Chamberlain, John Wells, and Hitesh Patel; Wisdom arrived at 2:21 p.m. Also in attendance were Bill Keefer, City Manager and Debbie Bottoroff, Assistant City Manager.

Corbridge opened the floor for discussion in respect to the approval of minutes of the January 28, 2016 Regular Meeting. Chamberlain made a motion seconded by Wells to approve the minutes as presented. 4 AYE, 0 NAY, Motion carried.

Corbridge opened the floor for discussion in respect to the monthly financial reports. Keefer reported a Budget Amendment would be presented to the Bureau for their consideration at their March meeting. The budget amendment will increase the Revenue to better match actuals, and also will add line items to cover the salary and benefits for the position of a Director. Chamberlain made a motion seconded by Wells to approve the financial reports as presented. 4 AYE, 0 NAY, Motion carried.

Leonard Miller requested the Bureau provide \$4,000 in grant funding to pay for advertising Thunder on Wolf Creek scheduled for June 24-26, 2016. After much discussion, Wells made a motion seconded by Wisdom to table the request at this time to allow Miller the opportunity to provide specific information on where the dollars will be spent. 5 AYE, 0 NAY, Motion carried. Corbridge directed staff to place Miller's request on the agenda for the March meeting.

Jana Jae, Kathleen Pixley and Harry Worley represented Grand Lake Festivals, Inc. and requested the Bureau provide \$7,000 in grant funding to market the American Heritage Music Festival scheduled for June 9-11, 2016; Cajun Festival scheduled for July 2, 2016; and Jana Jae Fiddle Camp scheduled for September 2-4, 2016. Jae justified her request with a spreadsheet showing the amount of Lodging and Sales Tax that the festivals bring to Grove. After much discussion, Wells made a motion seconded by Chamberlain to table the request at this time to allow Jae the opportunity to provide specific information on where the dollars will be spent. 5 AYE, 0 NAY, Motion carried. Corbridge directed staff to place Jae's request on the agenda for the March meeting.

Corbridge opened the floor for discussion in respect to the approval of a Resolution adopting a Job Description for the position of a Convention Tourism Bureau Director. Corbridge requested some grammatical corrections be made to the job description. Wells made a motion seconded by Chamberlain to approve the Resolution adopting the Job Description with the grammatical corrections for the position of a CTB Director. 5 AYE, 0 NAY, Motion carried.

Staff Reports

Bottoroff presented a draft 'Rack Card' showing parking available in Downtown Grove. She will obtain the cost of printing the cards and will present it the Bureau at their March meeting for consideration of funding.

Board Reports

Wells questioned the proper procedures for members to discuss agenda items. Bottoroff advised per the Open Meeting Act, all discussion must be made in the public meeting. She advised the Chairman was following the proper procedure by obtaining a motion and a second for an item, then asking the Bureau if there was further discussion; this procedure provides the opportunity for discussion amongst Bureau members.

Wisdom made a motion seconded by Wells to adjourn. 5 AYE, 0 NAY, Motion carried and meeting was adjourned at 4:12 p.m.