

CITY OF GROVE  
CONVENTION AND TOURISM BUREAU  
MINUTES  
REGULAR MEETING  
APRIL 28, 2016

Jim Corbridge, Chairman, called the meeting to order. Members present were Amelia Chamberlain, John Wells, Hitesh Patel and Brad Wisdom. Also in attendance were Bill Keefer, City Manager and Debbie Botoroff, Assistant City Manager.

Corbridge opened the floor for discussion in respect to the approval of minutes of the March 24, 2016 Regular Meeting. Chamberlain made a motion seconded by Wisdom to approve the minutes as presented. 5 AYE, 0 NAY, Motion carried.

Corbridge opened the floor for discussion in respect to the monthly financial reports. After minimal discussion, Wisdom made a motion seconded by Chamberlain to approve the financial reports as presented. 5 AYE, 0 NAY, Motion carried.

Corbridge opened the floor for discussion in respect to a grant application submitted by Southern Drag Boat Association in the amount of \$2,500 for marketing Wolf Creek Nationals scheduled for June 18 and 19, 2016 at Wolf Creek Park. Keefer advised the drag boat race is a worthwhile event that qualifies for grant funding. Wells advised he had a conversation with a representative of the association, and was told this race is the farthest event away from Texas they have held, and will not attract fans from 10 hours away. Wells suggested the board consider providing funding for some other use rather than advertising. Corbridge advised the current grant guidelines are designed to provide funding for marketing and advertising events coming to Grove and Grand Lake. After further discussion, Chamberlain made a motion seconded by Wells to approve grant funding to the Southern Drag Boat Association for advertising Wolf Creek Nationals in the amount of \$1,250.00 5 AYE, 0 NAY, Motion carried.

Corbridge opened the floor for discussion of Leasing Office Space to house the CTB Executive Director. Keefer advised there is not adequate office space at City Hall, and the space previously referenced at the Civic Center would not be a very professional setting for this position; the natural location to house this position would be at the Visitor's Center. Keefer advised the Chamber has an office space that they would make available to the City for this position for a \$200 per month rental fee. The fee will include a private office space with phone service, desk, chair, access to copy machine/fax machine/shredder, wi-fi and Internet, use of the board room for meetings, and use of Chamber's bulk mail permit, in addition, the Chamber's receptionist will provide services for CTB Director including answering the phone and taking messages, etc. Wells suggested housing this position at Grand Lake Association (GLA) instead of the Chamber, he requested this item be tabled until he can bring this item to GLA at their next meeting and find out if they have space available and what the rental fee, if any, would be charged. He also had concerns about the Chamber's ability to sub-lease office space since they rent from GLA. Wells made a motion seconded by Wisdom to table this item, and request that staff research other office spaces that may be available, particularly GLA. 5 AYE, 0 NAY, Motion carried.

Corbridge opened the floor for discussion in respect to the 2016-2017 CTB Budget. Keefer presented the budget and explained the revenue and expenditure sides plus individual line items of the budget. He advised that if the members desired to have funds other than grant funds available to provide for events, that funding would be paid from Contract Services. Wells requested decreasing the amount of funds in the Marketing line item and increasing the amount of funds in the Contract Services line item. Keefer suggested not making any changes until the Director is hired and provides a Marketing Plan, if the cost of the plan is less than the amount set-forth in the Marketing line item, the members could amend the budget and move funds to the Contract Services line item. Chamberlain made a motion seconded by Wisdom to approve the CTB 2016-2017 Budget, and recommend Council's approval. 5 AYE, 0 NAY, Motion carried.

There were no matters to discuss during the work session. No action was taken.

### **Staff Reports**

Keefer presented members with copies of the poster and flyer being used to market the American Music Festivals which included the CTB logo. He also presented a trinket from the Augusta, KS Convention Tourism Bureau, he suggested the members research other types of trinkets that could be used as marketing tools.

Bottoroff advised the hiring deadline for the CTB Executive Director was April 25, 2016; five applications were received. In addition to those five, there is one application, with a marketing background, that was submitted for a full-time position. The applicant would be worth considering; Bottoroff will contact the applicant and determine if she would be interested in interviewing for the part-time position.

### **Board Reports**

Chamberlain provided information from the Oklahoma Tourism and Recreation Department that details the impact of tourism in Oklahoma.

Motion was made by Wells and seconded by Corbridge to adjourn. 5 AYE, 0 NAY, Motion carried and meeting adjourned at 4:28 p.m.