

CITY OF GROVE
CONVENTION AND TOURISM BUREAU
MINUTES
SPECIAL MEETING
JUNE 30, 2016 – 8:30 A.M.

Jim Corbridge, Chairman, called the meeting to order. Members present were Amelia Chamberlain, John Wells and Brad Wisdom. Hitesh Patel was absent. 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 May 26, 2016 Regular Meeting. Chamberlain made a motion seconded by Corbridge 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 advised members, only 10 months of revenue was collected during the 2015-2016 fiscal year, May and June were not collected due to the timing of the vote and collections beginning in July, however, the receipts were very good. Wisdom agreed and commented May and June are usually good months for the hotel business. After further discussion, Wisdom made a motion seconded by Chamberlain to approve the financial reports as presented. 4 AYE, 0 NAY, Motion carried.

Corbridge opened the floor for discussion in respect to a Lease Agreement with the Chamber for office space rental. Keefer advised this was a 3-party Lease Agreement since public funds are being used it requires approval from both the City Council and Convention Tourism Bureau. The monthly rental is \$200. The Lease Agreement is for one-year and will continue on a month to month basis following the first year unless terminated by one of the parties with a minimum of thirty (30) days written notice. 4 AYE, 0 NAY, Motion carried.

Hitesh Patel arrived at 8:38 a.m.

Due to the time schedule of the members entering into an Executive Session to interview applicants for the Convention Tourism Bureau Director, and the lack of time to discuss and take action on Item F and Item G, Chamberlain made a motion seconded by Wisdom to table Item F and Item G pending a special meeting. 5 AYE, 0 NAY, Motion carried.

Corbridge opened the floor regarding entering into an Executive Session for the purpose of interviewing applicants for the position of the Convention Tourism Bureau Director. Wisdom made a motion seconded by Chamberlain to enter into Executive Session. 5 AYE, 0 NAY, Motion carried. Members and staff entered into Executive Session at 9:29 a.m.

Corbridge opened the floor regarding coming out of Executive Session. Wells made a motion seconded by Chamberlain to come out of Executive Session. 5 AYE, 0 NAY, Motion carried. Members and staff came out of Executive Session at 2:38 p.m. No Action was taken on Item on the Executive Session.

It was the consensus of the members to schedule a Special Meeting to continue discussion and take action on the tabled Items F and G, and to enter into an Executive Session to discuss the hiring of an Convention Tourism Bureau Executive Director.

Staff Reports

No Reports.

Board Reports

No Reports.

Motion was made by Wells and seconded by Chamberlain to adjourn. 5 AYE, 0 NAY, Motion carried and meeting adjourned at 2:45 p.m.