



Warrensburg Convention and Visitors Bureau
Warrensburg Municipal Building, 200 S. Holden, Warrensburg.
Thursday, June 14 4 P.M.

1. Call To Order
Sandra Irle, President
2. Roll Call
Marcy Bryant, Tourism Director
3. Adopt Agenda
Sandra Irle, President
4. Minutes Of Previous Meeting-April 12, 2018
Sandra Irle, President

Documents:

[MINUTES 04122018.PDF](#)

5. Financial Report
Marcy Bryant, Tourism Director

Documents:

[FINANCIAL REPORT 6 14 18.PDF](#)

6. Order Of Business:Bylaw Revision Request
Marcy Bryant, Tourism Director

Documents:

[BYLAW REVISION REQUEST.PDF](#)
[ORDINANCE NO. 4900.PDF](#)
[BYLAWS WITH BOARD AMENDMENTS DRAFT 05232018.PDF](#)

7. Order Of Business: Position Update
Marcy Bryant, Tourism Director

Documents:

[WCVB EMPLOYEE INTERN UPDATE.PDF](#)

8. Order Of Business: FY 18-19 Budget Presentation
Marcy Bryant, Tourism Director

Documents:

[WCVB FUND FY 18-19 BUDGET DRAFT 052418.PDF](#)
[RFP FOR PROFESSIONAL PHOTOGRAPHY.PDF](#)

9. Director's Report
Marcy Bryant, Tourism Director

Documents:

[DR 061418 CVB BOARD REPORT.PDF](#)

10. Miscellaneous Items
WCVB Board

11. Appearances By The Public

12. Closed Session

Vote to close part of this meeting pursuant to Section 610.021 of the Revised Statutes of Missouri relating to:

(2) Leasing, purchase or sale of real estate where public knowledge might adversely affect the amount paid in the transaction.

VisitWarrensburg.com

Warrensburg Convention & Visitors Bureau Minutes

Municipal Center-Council Chambers, 200 S. Holden

April 12, 2018 | 4 p.m.

A meeting of the Warrensburg Convention and Visitors Bureau was held on Thursday, April 12 at 4:10 p.m. at the Municipal Center-Council Chambers, 200 S. Holden, with President Sandra Irle presiding. Roll was called as follows: Present were: Kirsti Brunsvold, Sandra Irle, Tom Koenigsfeld, Tammy Leavy, and Cliff Gower and ex-officio member: Danielle Fesler. Absent: Don Butterfield and Rhonda Gelbach; and ex-officio members Danielle Johnston and Harold Stewart.

The adoption of the agenda was considered. Koenigsfeld made a motion to adopt the agenda. The motion was second by Gower. Motion passed.

Minutes of the February 8, 2018 WCVB meeting were considered. Brunsvold made a motion to approve the meeting minutes. The motion was second by Koenigsfeld. The motion passed.

Minutes of the March 8, 2018 WCVB meeting were considered. Leavy made a motion to approve the meeting minutes. The motion was second by Brunsvold. The motion passed.

Financial report provided by the WCVB director.

The director presented the board a proposal to offer an internship position this summer. The FY 17-18 budget would need to be amended. The director noted it may be difficult to obtain an intern due to the lateness in the announcement. Most students will have secured their internship prior to May 15. The total cost (wages and additional expenses-FICA, work comp and background check) for the WCVB would be \$ 1,743.41. The board discussed. Koenigsfeld made a motion the 2017-2018 budget be amended to allow the hiring of an intern or part-time coordinator at a rate of pay not to exceed \$9 per hour plus expenses pending approval by the City of Warrensburg.

The director presented the director's report. The annual meeting with the City Council is being scheduled with the Council. It is tentatively scheduled for Wednesday, May 30. The names for appointment/reappointment must be submitted to the City Council prior to the annual meeting in May. The election of officers will be held at the WCVB meeting following the annual meeting, possibly June. A retreat will be scheduled following the board appointment/reappointment and election of officers in June or July.

The City is sponsoring a food truck festival on Tuesday, April 17 on Missouri Street in front of the James C. Kirkpatrick Library from 4 p.m.-sunset. UCM is also a cosponsor. The rain date Wednesday, April 18, has been chosen.

The 2019 Missouri Division of Tourism Matching Marketing Grant will be submitted in May. MDT has advised the amount eligible for 2019 will be the same as 2018. Staff attended MDT's grant workshop on Thursday, April 5 in Jefferson City. During the workshop, we learned of a grant for photography/video services. Unfortunately, the deadline was Friday, April 6. Not having sufficient time to apply, WCVB will apply for a MDT Platform Services Grant in 2019-2020.



WCVB Board discussed the May meeting. Staff was directed to hold one meeting in May, the Annual Meeting with the Warrensburg City Council.

Sandy Irle discussed the services by One Platform, a social media management tool. It is primarily used for restaurants. Café Blackadder has found it to be very helpful with managing the multiple social media platforms. WCVB can utilize a similar service to be effective in reaching audiences and save time. The FY 18-19 will include the cost of the services for a social media management tool.

Koenigsfeld moved to close part of this meeting pursuant to Section 610.021 of the Revised Statutes of Missouri, relating to:

- (2) Leasing, purchase or sale of real estate where public knowledge might adversely affect the amount paid in the transaction.
- (12) Documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected.

Yes: Brunsvold, Gower, Irle, Koenigsfeld, Leavy



FINANCIAL REPORT*
JUNE 2018

	CURRENT	DISBURSED	FY18 Budget
SALARIES & WAGES	\$ 14,345.52	\$ 33,654.48	\$ 48,000.00
EMPLOYEE TAXES	\$ 1,085.03	\$ 2,586.97	\$ 3,672.00
RETIREMENT	\$ 886.16	\$ 2,089.84	\$ 2,976.00
EMPLOYEE INSURANCE	\$ 2,985.74	\$ 4,857.26	\$ 7,843.00
WORKERS COMPENSATION	\$ 61.59	\$ 68.41	\$ 130.00

PROGRAM & OTHER SUPPLIES	\$ 557.27	\$ 1,392.73	\$ 1,950.00
CELL PHONE	\$ 962.51	\$ 417.49	\$ 1,380.00
OUTSIDE SERVICES	\$ 965.00	\$ 135.00	\$ 1,100.00
INSURANCE	\$ (25.00)	\$ 1,603.00	\$ 1,578.00
TRAINING & TRAVEL	\$ 8,000.43	\$ 1,154.57	\$ 9,155.00
DUES & MEMBERSHIPS	\$ 1,571.00	\$ 575.00	\$ 2,146.00
MARKETING & COMMUNICATION	\$ 7,162.57	\$ 26,453.43	\$ 33,616.00
OTHER	\$ 280.00		\$ 280.00
CAPITAL - EQUIPMENT	\$ -		\$ -
GRANT PROGRAM	\$ 4,161.08	\$ 2,838.92	\$ 7,000.00
TOTALS	\$ 42,998.90	\$ 77,827.10	\$ 120,826.00

64.41%

*As of June 8, 2018

Employee Insurance

Dental	554.08
Health	3994.24
Life	81.69
Short Term	152.67
Long Term	74.58
	4857.26

Program & Other Supplies

Clothing		100	100
Computer Supplies	42.25	100	57.75
Meeting Supplies	41.89	100	58.11
Office Supplies	281.86	350	68.14
Software	421.4	500	78.6
Food	190.24	300	109.76
Supplies-Non Categorized	415.09	500	84.91
	1392.73	1950	557.27

Outside Services

Financial Services	25	100	75
Legal Services	110	1000	890
	135	1100	965

Training & Travel

Travel-Meals	31	300	269
Mileage	238.69	2230	1991.31
Travel-Rooms	214.88	1310	1095.12
Schools & Seminars	670	5315	4645
	1154.57	9155	8000.43

Marketing & Communication

Advertising	18411.6	23017	4605.4
Postage	10.51	346	335.49
Printing & Binding	736.32	2000	1263.68
Shows/Expos		500	500
Communication-Non-Categorized	7295	7750	455
	26453.43	33613	7159.57

Program & Other Supplies	Expenditures Commodities: Clothing, Computer, Meeting, Office, Software, Food, Supplies Non-Categorized
Utilities	Cell-Phone/Telephone
Outside Service	Financial Services/Legal Services
Insurance	
Training & Travel	Travel Meals, Mileage, Travel-Rooms, Schools & Seminars
Dues & Membership	
Marketing & Communication	Advertising, Printing & Binding, Postage, Shows & Expos, C
Other	Employment/Services-Non-Categorized
Grant Program	

Bylaw Revision

Background:

Ordinance No. 4900 and the WCVB Bylaws have different annual meeting dates for the WCVB. Ordinance No. 4900, Section G-Officers and Committees; has the annual meeting being held in July. The WCVB Bylaws, Article V:Meetings of the Board-Section 1; has the annual meeting being held the last Wednesday in May.

Ordinance No. 4900

Section G **Officers and Committees**

The original members of the board of directors shall meet within (30) days of their appointment and organize themselves by the election of one (1) of their number as chairman, another as vice-chairman, and another as secretary/treasurer, and by the election of such other officers as they may deem necessary. Thereafter, new elections among the members of the board for all officer positions shall occur annually during the month of July.

Bylaws

Article V-Meetings of the Board Section 1

Meetings. The annual meeting of the Board shall be held on the last Wednesday of May each year, at such place and time as the President may determine.

Recommendation:

To make the WCVB Bylaws consistent with Ordinance No. 4900, staff recommends the bylaws be revised to:

Article V-Meetings of the Board Section 1

Meetings. The annual meeting of the Board shall be held **in July each year** ~~on the last Wednesday of May each year~~, at such place and time as the President may determine.

Attachments:

Third Amended Bylaws of the Warrensburg Convention and Visitors Bureau, Inc. and Ordinance No. 4900 attached.

AN ORDINANCE AMENDING SECTION 22-216 CONCERNING ADMINISTRATION OF THE LODGING TAX OF THE CODE OF ORDINANCES OF THE CITY OF WARRENSBURG, MISSOURI.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF WARRENSBURG, MISSOURI, AS FOLLOWS:

Section 1. Section 22-216 of the Warrensburg Code of Ordinances is hereby amended to read as follows:

Section 22-216. Convention and Visitors Bureau.

(a) *Board established.* Expenditures from the convention and tourism fund shall be made under the terms of a contract with Warrensburg Convention and Visitors Bureau, Inc.

(b) *Membership.* The board of directions shall consist of nine (9) members. Membership on the board shall be from diverse professional backgrounds, with effort to include members from the hotel and motel industry, sports tourism, marketing, and groups or entities representing both facilities available for tourism and constituencies targeted for tourism activities. In addition, the city manager shall serve as a nonvoting ex officio member. The city manager may designate other city staff to serve in their place as ex officio member.

(c) *Term of Office.* The initial members of the board shall serve as follows: Three (3) of the initial members of the board shall serve for a three-year term and three (3) of the initial members of the board shall serve for a two-year term, and three (3) will serve a one-year term. Thereafter, the appointed members of the board shall serve for three-year terms. Except in the case of a resignation or removal, members shall hold office until their successors are appointed.

(d) *Dismissals.* The city council may remove any member of the board of directors for misconduct or neglect of duty. The Board may designate additional grounds for removal by their own bylaws for non-attendance

(e) *Vacancies.* Any vacancy in a membership shall be filled for the unexpired term by city council appointment.

(f) *Compensation.* No member of the board shall receive compensation for their service.

(g) *Officers and committees.* The original members of the board of directors shall meet within thirty (30) days of their appointment and organize themselves by the election of one (1) of their number as chairman, another as vice-chairman and another

as secretary/treasurer, and by the election of such other officers as they may deem necessary. Thereafter, new elections among the members of the board for all officer positions shall occur annually during the month of July. The chairman, vice-chairman and secretary/treasurer of the advisory board shall function as an executive committee, and the members of the advisory board may create such other committees as they deem necessary.

(h) *Bylaws, rules and regulations.* The board shall make and adopt such bylaws rules and regulations for their own guidance and for the administration of the board as they may deem appropriate, but not inconsistent with the ordinances of the City of Warrensburg or the statutes of the State of Missouri.

(i) *Budget.* The Warrensburg Convention and Visitors Bureau shall submit a proposed line item budget for the convention and tourism fund to the city council no later than June 15 of each year. The advisory board may submit along with the budget written recommendations including methods of promoting tourism and conventions such as employment of personnel and procurement of services through contractual relations. The city manager shall forward these recommendations along with their comments and recommendations to the city council.

(j) *Annual Report.* The Warrensburg Convention and Visitors Bureau shall be required to submit an annual report of its activities to the city council by June 15 of each year.

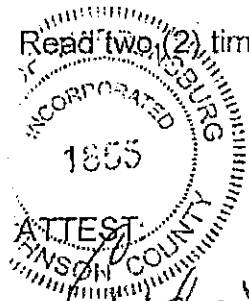
(k) *Meetings.* The Warrensburg Convention and Visitors Bureau shall meet at least once per month for at least ten total monthly meetings per year.

Section 2. Upon passage of this Ordinance, the Convention and Tourism Advisory Board previously established by Section 22-216 is dissolved upon the passage of a resolution of the city council so dissolving the Board.

Section 3. It is intended that the provisions of Section One of this ordinance be incorporated into the Code of Ordinances.

Section 4. This ordinance shall be in full force and effect from and after its passage.

Read two (2) times and passed this 11th day of November 2013.




CHARLIE RUTT, MAYOR


CINDY GABEL, CITY CLERK

FOURTH AMENDED BYLAWS OF
WARRENSBURG CONVENTION AND VISITORS BUREAU, INC.

ARTICLE I
NAME AND DURATION

Section 1. The name of this Corporation shall be hereinafter referred to as “the Corporation”.

Section 2. The duration of this Corporation shall be perpetual.

ARTICLE II
PURPOSES

The purpose of this Corporation shall be those purposes stated in the Articles of Incorporation, as the same may be from time to time amended.

ARTICLE III
OFFICE, RECORDS, SEAL

Section 1. Principal Office. The temporary principal office and location of this Corporation shall be 200 S. Holden, Warrensburg, Johnson County, Missouri, 64093. The Board will, from time to time, designate other principal offices.

Section 2. Records. The Corporation shall keep correct and complete books and records of account and shall also keep Minutes of the proceedings of the Board of Directors and each committee of the Board of Directors. The Corporation shall keep at the principal office a record of the name and address of each Director.

Section 3. Seal. The Corporation will not have a seal.

ARTICLE IV
BOARD OF DIRECTORS

Section 1. Composition of the Board. The Board of Directors shall be composed of seven (7) elected Directors, as set by the Ordinances of the City of Warrensburg.

Section 2. Term of Office. Director shall serve terms of office as set by the Ordinances of the City of Warrensburg.

Section 3. Initial Board. The first Board shall consist of the following persons, each of whom was appointed as a Director by the City of Warrensburg, and each of whom shall hold office, unless either removed or disqualified, until their successors are duly appointed and have commenced their term of office.

<u>Name Of Director</u>	<u>Year in Which Initial Term Expires</u>
Matt Van Schenkhof	2015
Kirsti Brunvold	2015
David Young	2015
Vandan Patel	2016
Tammy Leavy	2016
Scott D. Smith	2016
Brad Carper	2017
Terry Simmons	2017
Mike Racy	2017
Donna DeFrain(Ex-Oficio)	2015
City Manager (Ex-Oficio)	Perpetual
Director of Parks and Recreation (Ex-Oficio)	Perpetual

Section 4. Selection of Directors.

- (a) Nominating Committee. The Executive Committee shall, no later than June recommend to the Mayor of the City of Warrensburg the names of potential directors to fill upcoming vacancies.

- (b) Ex-officio Directors. The City Manager, or their designee, the Director of Parks and Recreation, and one City Council member shall serve as ex-officio directors.
- (c) Vacancies. In the event of a vacancy on the Board caused by death, resignation, removal or otherwise, the nominating committee shall, at a meeting of the Board subsequent to the creation of the vacancy, recommend a candidate to fill the vacancy shall forward the same to the Mayor.

Section 5. Duties and Powers of the Board.

- (a) Property, business and affairs of the Corporation. The property, business and affairs of the Corporation shall be controlled, conducted and managed by the Board. The Board shall have and its invested with all and unlimited powers and authorities, except as it may be expressly limited by law, the Articles of Incorporation, or these Bylaws, to supervise, control, direct and manage the property, affairs and activities of the Corporation, to determine the policies of the Corporation, to do so or cause to be done any and all lawful things for and on behalf of the Corporation, to exercise and cause franchises, and to seek the effectuation of its objects and purposes; provided, however, that (i) the Board shall not authorize or permit the Corporation to engage in any activity not permitted to be transacted by the Articles of Incorporation, or by a non-profit corporation organized under the laws of the State of Missouri and exempt for taxation under Section 501(c)(6) of the Internal Revenue Code, or as such section may be amended, or the corresponding provisions of any future federal tax laws, (ii) none of the powers of the Corporation shall be exercised to carry on activities, otherwise, than in an insubstantial part of its activities, which are not in themselves in furtherance of the purposes of the Corporation, and (iii) all income and property of the Corporation shall be applied exclusively for its purposes.
- (b) Property and net earnings of the Corporation. No part of the property or net earnings of the Corporation shall be distributed to, used for or insure to the benefit of any director, officer, contributor or other private individual, having, directly or indirectly, a personal interest in the activities of the Corporation, except that nothing herein shall prevent the payment of reasonable compensation for services rendered to or for the Corporation in pursuance of any of its purposes, including, but not limited to, contracts to provide personnel or professional services.

ARTICLE V
MEETINGS OF THE BOARD

Section 1. Meetings. The annual meeting of the Board shall be held ~~on the last Wednesday of May of each year,~~ in July at such place and time as the President may determine. Regular meetings of the Board may be held at such time and place as shall, from time to time, be determined by resolution of the Board or by written consent of the members thereof. Special meetings may be held at the call of the President, or at the call of any four (4) Directors, by giving three (3) days notice by mail or phone to all elected Directors, unless such notice is waived by such Directors. There shall be at least ten (10) meetings of the Board during each fiscal year.

Section 2. Notice of the Meetings. The secretary, or designee acting on behalf of the Secretary, of the Corporation shall give notice of every meeting of the Board in writing at least five (5) days prior to the meeting date, save and except special meetings called in accordance with Article V, Section 1, hereof. Neither the business to be transacted at, nor the purpose of, any regular or special meeting need be specified in the meeting notice.

Section 3. Quorum. The presence of four (4) elected Directors shall constitute a quorum at any meeting of the Board, with authority to transact business.

Section 4. Voting. At all meetings of the Board, each elected Director is to have one vote. The act of the majority of the Directors present shall be the act of the Board.

Section 5. Removal

- (a) Any one or more of the Directors may be removed, either with or without cause, by majority vote of the Board.
- (b) A Board member who is absent from four (4) consecutive meetings may, at the option of the Board, be considered to have resigned, which said vacancy shall be filled as in the case of other vacancies as provided by the ordinances of the City.

Section 6. Sunshine Law Compliance. The performance of the mission of the Corporation is a quasi-governmental function, and as such, the Corporation will at all times comply with the provisions of Chapter 610 of the Revised Statutes of Missouri. Records, meetings and votes will be managed under those provisions. All records authorized to be closed pursuant to section 610.021 RSMo. are hereby closed. The provisions of Chapter Two, Article II, Division 3 related to records, meetings, and votes (and as the same is hereafter amended) of the Code of Ordinances of the City of Warrensburg is hereby adopted as the policy of the Bureau.

ARTICLE VI
OFFICERS

Section 1. The Officers of the Corporation shall be the President, a President Elect, a Secretary and a Treasurer.

Section 2. Qualifications.

- (a) An Officer shall be serving on the Board at the time of election and during his/her term of office.
- (b) The office of President may only be filled by a Director with at least one year's tenure on the Board.

Section 3. Election and Terms of Office.

- (a) All officers shall hold office for a term of one (1) year, or until their successors are duly elected and qualified.
- (b) Immediately following the election of Directors at the annual meeting of the Board, the nominating committee shall submit to the Board a slate of Officers as above prescribed. Said Officers shall be elected by a majority of the Directors present at the annual meeting of the Board.

Section 4. Removal. Any Officer may be removed at any regular or special meeting of the Board by a vote of the majority of all elected Directors currently serving in office.

Section 5. Vacancies. Vacancies in any office shall be filled by election of the majority of the Directors. The nominating committee shall, at a meeting of the Board subsequent to the creation of the vacancy, recommend a candidate to fill the vacant office. The new Officer shall serve the unexpired portion of the office in which the vacancy was created.

Section 6. Compensation. The Board and Officers shall receive no compensation for their services, except as provided in Article IV, Section 5(b), of these Bylaws.

Section 7. Bond. The Board, by resolution, may require the officers and agents of the Corporation, or any of them, to give bond to the Corporation, in sufficient amount and with sufficient surety, to secure the faithful performance of their duties, and to comply with such other conditions as the Board may from time to time require.

ARTICLE VII
DUTIES OF OFFICERS

Section 1. President. The President of the Board (also referred to in these Bylaws as "the President") shall :

- (a) serve as the chief elected officer of the Corporation and as its official spokesperson
- (b) preside at all meetings of the Board and the Executive Committee
- (c) be an ex-officio member of all committees of the Corporation
- (d) see all orders and resolutions of the Board are carried into effect, and
- (e) discharge duties as are ordinarily and customarily incumbent upon this office.

Section 2. President-Elect. The duties of the President-Elect shall be such as required by law, as well as those that may be assigned by the President and the Board.

Section 3. Secretary.

The Secretary, or person designated by the Secretary, shall:

- (a) attend all meeting of the Board of Directors and Executive Committee,
- (b) record votes and keep minutes of such meetings in one or more books provided for that purpose
- (c) give all notices in the manner required by the By-Laws of the Corporation or by law
- (d) be custodian of the corporate records, and
- (e) perform or oversee all duties incident to the office of Secretary and perform such other duties as may be required by the Board of Directors, Executive Committee or the President.

If the Secretary is absent from any meeting, the Board of Directors or Executive Committee may select any of their number, or any Assistant Secretary, to act as temporary Secretary.

Section 4. Treasurer.

The Treasurer, or person designated by the Treasurer, shall:

- (a) have the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Corporation
- (b) deposit all moneys and other valuable effects in the name and to the credit of the Corporation in such depositories as may be designated by the board of directors.
- (c) disburse the funds of the Corporation as may be ordered by the Board of Directors, taking proper vouchers for such disbursements, and
- (d) render to the chairman of the board of directors and to the Board of Directors, at its regular meetings, or when the board of directors so requires, an account of all their transactions as treasurer and of the financial condition of the Corporation.

If required by the Board of Directors, the Treasurer, or person acting under the Treasurer's supervision, shall give the corporation a bond (which shall be renewed at least every three years, unless sooner required by the Board of Directors) in such sum and with such surety and sureties as shall be satisfactory to the Board of Directors for the faithful performance of

the duties of their office and for the restoration to the Corporation, in case of their deaths, resignation, retirement or removal from office, of all books, papers, vouchers, money and other property of whatever kind in their possession or under their control belonging to the Corporation.

The duties of Treasurer may be contracted by the Corporation with an outside entity. In that event, the Treasurer will be the representative of the Board in charge of oversight of the services.

ARTICLE VIII COMMITTEES

Section 1. Executive Committee.

- (a) The Executive Committee shall be composed of the elected Officers.
- (b) The Executive Committee shall be in charge of the affairs of the Corporation between meetings of the Board, may take actions appropriate to the conduct of the Corporation's business between meetings and report back to the Board at the next regular meeting.
- (c) The Executive Committee shall have and exercise all of the powers of the Board, subject to such limitations as the laws of the State of Missouri or resolutions of the Board of Directors, or the Articles of Incorporation, or the Bylaws may impose, and shall have the power to affix the seal of the Corporation to all papers which it may deem to require same to be affixed.
- (d) The Executive Committee shall be accountable for its actions to the Board. All action taken by the Executive Committee shall be subject to revision, alteration or change by the Board, providing that the rights of third persons shall not be affected thereby.
- (e) The President of the Board shall serve as President of the Executive Committee.
- (f) The Executive Committee shall have the power to make rules for the conduct of the Executive Committee's own business. A majority of the Executive Committee shall constitute a quorum.
- (g) The Executive Committee shall keep a complete record of its activities and regularly report the to the Board of Directors at every meeting thereof.
- (h) The Executive Committee may determine the time and place for its meetings and the notice necessary therefor.

Section 2. Other Committees. The President of the Board shall, from time to time, appoint such standing or special committees as are authorized by the Board. Each committee shall consist of such number of persons as the Board deems advisable. All acts of such committees shall be subject to approval by the Board. All committees shall exercise such powers and perform such duties as the Board may, from time to time, determine.

ARTICLE IX
FINANCIAL MATTERS

Section 1. Contracts. The Board may authorize any Officer or Officers, agent or agents or employees to enter into any contract and to execute and deliver any instrument in the name and on behalf of the Corporation, and such authority may be general or confined to specific instances.

Section 2. Loans. No loan shall be contracted on behalf of the Corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority shall be confined to specific instances. No indebtedness shall be incurred by the Board without providing notice to the City Council of the City of Warrensburg in advance of the debt being incurred.

Section 3. Checks, Drafts and Other Orders. All checks, drafts or other orders for the payment of money, notes and other evidences of indebtedness issued in the name of the Corporation shall be first approved by the Board and then signed by such Officer or Officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board.

Section 4. Deposits. All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board may select.

Section 5. Audits. Each year the books of the Corporation shall be audited by an outside professional audit.

ARTICLE X
INDEMNIFICATION

Each Officer or Director of the Corporation shall be indemnified by the Corporation against all costs and expenses which may be imposed upon or reasonably incurred by him/her in connection with any action, suit or proceeding (whether the same proceed to judgment or be settled, discontinued or otherwise terminated) in which he/she may be or become involved, or to which he/she may become involved, or to which he/she may be made a party by reason of being or having been such officer or Director, or by reason of any action alleged to have been taken or omitted by him/her in either such capacity, provided, however, that the feeling the foregoing right to indemnification: (1) shall not extend to or apply with respect to any manner to which such Director or officer shall be finally adjudicated in such action, suit or proceeding to have been individually guilty of negligence or the misconduct in the performance in his/her duty as such officer or Director; (2) shall cover amounts paid in settlement of such action, suit or proceeding, but not the amount of a judgment rendered therein; (3) shall inure to each Officer or Director whether or not he/she is an Officer or Director at the time such costs or expenses are imposed or incurred, and whether or not the claim asserted against him/her are based on matter which antedate the adoption of this article; (4) in the event of his/her death shall extend to his/her heirs and personal representatives and (5) shall not be exclusive of

any other right to which said Officer may be entitled as matter of law.

ARTICLE XI
MISCELLANEOUS PROVISIONS

Section 1. Fiscal Year. The fiscal year of this Corporation shall be October 1 to September 30.

Section 2. Waiver of Notice. Whenever any notice is required to be given pursuant to laws affecting not for profit corporations of the State of Missouri, a written waiver thereof, signed by the person or persons entitled thereto, whether before or after the time therein, shall satisfy such requirements of notice. Notices required by the Missouri Sunshine Law may not be waived.

Section 3. Rules of order. Robert's Rules of order shall govern all proceedings of the Board, unless modified by the Board or as otherwise set forth in these Bylaws.

Section 4. Records. All financial records except those which must be kept longer to conform with regulations of governmental agencies or specific rulings of the Board may be destroyed after five (5) years from their original dates.

Section 5. Review. The Bylaws shall be reviewed on a periodic basis by such committee as the Board so designates, at intervals not to exceed every five (5) years. Such committee shall recommend to the Board any changes it deems advisable.

Section 6. Members. The Board may establish rules for the granting of membership in the Corporation. Members shall have no voting powers and no authority over the affairs of the Corporation.

ARTICLE XII
INVESTMENTS AND EARNINGS

Investments. The Corporation shall have the right and responsibility of using, retaining, investing and reinvesting all or any part of public tax dollars received for tourism purposes according to the investment policies of the City of Warrensburg, and provided further that no action shall be taken by or on behalf of the Corporation if such action is a prohibited transaction or would result in the denial, suspension or revocation of tax-exempt status under the United States Internal Revenue Code, as amended.

ARTICLE XIII
ENACTMENT

These Bylaws shall be effective immediately following their adoption by a majority vote of the Board present at the meeting at which said Bylaws are adopted.

ARTICLE XIV
AMENDMENTS

These Bylaws may be altered, amended or repealed by a two-thirds vote of the Board, to the extent such amendment is consistent with the ordinances of the City of Warrensburg and the laws of the State of Missouri.

These Bylaws of Warrensburg Convention and Visitors Bureau, Inc. were duly adopted this 30th day of May, 2018

Sandra Irle, President

Attest:

Tammy Leavy, Secretary

Miscellaneous:

WCVB Employee/Intern Update

At the April WCVB meeting (April 12, 2018), the board approved revising the FY 17-18 budget to allow the hiring of a part-time employee or intern at a cost of no more than \$9.00/hour along with other expenses with the city's approval.

Following the meeting, the city HR department was contacted to post the position. At that time, it was realized the position at \$9.00/hour would not follow the city's current pay structure. The closest level starts at \$9.42/hour.

To hire the position, the WCVB would need to present to the City Council requesting the position be added to the pay structure and approval for the budget amendment. The earliest we would be able to present would be at the June 25 Council meeting. The WCVB Board would have to amend the motion made at the April meeting approving the position be paid \$9.42 not \$9.00.

Reviewing the calendar, this would be done for possibly six to eight weeks of eligible employment. Staff recommends waiting to hire the position until the FY 18-19 budget starts Oct. 1. No budget amendments will be needed and the position would be added to the structure through the salary survey being conducted.

No action is needed if the board decides to not proceed with the position in the FY 17-18 budget. Action will be taken when the FY 18-19 budget is approved.

	A	B	C	D	F	G
1	Warrensburg Convention and Visitors Bureau		BUDGET DRAFT 5/24/18			
2						
3	Account Number	Description	FY18-17 Actual	FY17-18 Original Budget	FY 18-19	
4		Projected Cash Balance at October 1, 2018			\$158,257.00	
5		REVENUES				
6	830-51905	Taxes-Lodging	\$111,641.00	\$116,000.00	\$135,000.00	
7	830-52200	Grants-State	\$3,500.00	\$4,823.00	\$7,235.00	
8	830-55105	Admissions	\$886.00	\$0.00	\$0.00	
9	830-55115	Advertising	\$0.00	\$0.00	\$0.00	
10	830-57105	Interest on Deposits	\$8.00	\$0.00	\$0.00	
11	830-59910	Claims/Reimbursement	\$0.00	\$0.00	\$0.00	
12	830-59930	Transfer from Other Source	\$0.00	\$0.00	\$0.00	
13		Total Revenues	\$116,045.00	\$120,823.00	\$142,235.00	
14						
15		Personnel Expenses				
16	830-611-1101	Wages Full Time	\$39,052.00	\$48,000.00	\$49,440.00	
17	830-611-1102	Wages Part Time	\$0.00	\$0.00	\$9,800.00	
18	830-611-1103	Wages-Overtime	\$0.00	\$0.00	\$0.00	
19	830-611-2101	FICA	\$2,962.00	\$3,672.00	\$4,533.00	
20	830-611-2201	Retirement-Lagers	\$2,245.00	\$2,976.00	\$3,377.00	
21	830-611-2301	Insurance-Dental	\$325.00	\$832.00	\$832.00	
22	830-611-2302	Insurance-Health	\$5,172.00	\$6,500.00	\$6,180.00	
23	830-611-2304	Insurance-Life	\$83.00	\$175.00	\$120.00	
24	830-611-2305	Insurance-Short-Term Disability	\$141.00	\$226.00	\$226.00	
25	830-611-2306	Insurance-Long-Term Disability	\$69.00	\$110.00	\$111.00	
26	830-611-2401	Worker's Compensation	\$107.00	\$130.00	\$125.00	
27		Total Personnel Expenses	\$50,158.00	\$62,621.00	\$74,744.00	
28						
29		Expenditures: Commodities				
30	830-611-4102	Clothing	\$27.00	\$100.00	\$100.00	
31	830-611-4103	Computer Supplies	\$0.00	\$100.00	\$2,500.00	*laptop, printer
32	830-611-4108	Meeting Supplies	\$0.00	\$100.00	\$250.00	
33	830-611-4109	Office Supplies	\$150.00	\$350.00	\$500.00	
34	830-611-4114	Software	\$340.00	\$500.00	\$744.00	
35	830-611-4117	Food	\$112.00	\$300.00	\$300.00	
36	830-611-4199	Supplies Non-Categorized	\$214.00	\$500.00	\$3,488.00	*group expenses
37		Total Non-Categorized	\$843.00	\$1,950.00	\$7,882.00	
38						
39		Services				
40	830-611-5106	Utility-Telephone	0			
41	830-611-5107	Utility-Data Access	\$957.00	\$1,380.00	\$720.00	
42	830-611-5202	Consulting	\$0.00	\$0.00	\$0.00	
43	830-611-5203	Financial Services	\$156.00	\$100.00	\$100.00	
44	830-611-5206	Legal Services	\$0.00	\$1,000.00	\$500.00	
45	830-611-5301	Property Insurance	\$1,578.00	\$1,578.00	\$1,700.00	
46	830-611-5401	Travel Meals	\$111.00	\$300.00	\$300.00	
47	830-611-5402	Mileage	\$1,591.00	\$2,230.00	\$2,000.00	
48	830-611-5403	Travel Rooms	\$1,048.00	\$1,310.00	\$1,440.00	
49	830-611-5404	Schools and Seminars	\$2,190.00	\$5,315.00	\$4,395.00	
50	830-611-5501	Dues and Memberships	\$1,251.00	\$2,146.00	\$2,347.00	
51	830-611-5601	Advertising	\$10,734.00	\$23,017.00	\$23,897.00	
52	830-611-5602	Postage	\$80.00	\$346.00	\$500.00	
53	830-611-5603	Printing and Binding	\$42.00	\$2,000.00	\$3,000.00	
54	830-611-5604	Shows/Expo/Events Expense	\$495.00	\$500.00	\$760.00	
55	830-611-5699	Communication-Non Categorized	\$1,604.00	\$7,750.00	\$650.00	
56	830-611-5904	Employment	\$47.00	\$30.00	\$50.00	
57	830-611-5999	Services Non-Categorized	\$160.00	\$250.00	\$5,250.00	*Photography services
58		Total Services	\$22,041.00	\$49,252.00	\$47,609.00	
59						
60		Capital Outlay				
61	830-611-6206	Equipment-Office	\$0.00	\$0.00	\$0.00	
62		Total Capital Outlay	\$0.00	\$0.00	\$0.00	
63						
64		Non-Categorized				
65	830-611-9301	Community Agreements	\$6,757.00	\$7,000.00	\$12,000.00	
66		Non-Categorized	\$6,757.00	\$7,000.00	\$12,000.00	
67						
68		Total Expenditures	\$79,787.00	\$120,823.00	\$142,235.00	
69						
70		Revenues Over (Under) Expenditures	\$23,429.00			
71						
72		Projected Cash Balance at September 30, 2018			\$158,257.00	
73						
74						
75						
76						



Request for Proposal for Professional Photography July 1, 2018

General Information

The Warrensburg Convention and Visitors Bureau (WCVB) is in need of a professional photographer for images of community events and locations determined by the WCVB. The service will begin October 1, 2018 and conclude no later than September 30, 2019.

To be considered in the review process, proposals must be received by 2:00 p.m. on Friday, July 27, 2018; in the office of the City Clerk at 102 South Holden Street, Warrensburg, Missouri, 64093. Materials may also be submitted electronically to cindy@Warrensburg-mo.com.

Proposals must be sealed and prominently marked "**WCVB Professional Photography Proposal – Do Not Open**". Interested parties must submit one original document and four copies. All materials submitted will become property of the WCVB.

Specifications

The selected photographer shall be responsible for taking photos for use digitally- WCVB's website and social media, and promotional materials. The selected photographer must have demonstrated prior experience in taking pictures for promotional/informational publications (brochures, magazines, print advertisements, web imagery, posters, etc.). When photographing individuals, signed releases must accompany the images.

Proposal Requirements

The photographer selected must have demonstrated prior experience in taking pictures for promotional and informational publications (print/web) and must demonstrate the following:

1. The ability to work effectively with the WCVB staff to identify photographic opportunities;
2. The ability to submit work in a timely manner;
3. The ability to work when requested;
4. The ability to supply high-resolution digital photography;
5. Willingness to sign a statement confirming that all final products shall belong to the WCVB for use as needed. (The WCVB is willing to consider shared ownership for price reduction, and/or, increased number of images.)

Response Requirements

Responses to this RFP shall include at the following information:

1. The full name and contact information (address, phone number, email address, and website) of the individual, company, organization etc.
2. A brief description of the individual, firm or organization, including qualifications, experience and the ability to fulfill the scope of work described in this RFP.
3. Include a minimum of three (3) references

In addition, please include:

- Portfolio of work: portfolio website and/or digital portfolio containing no more than 30 samples of work.
- Detailed list of photographic equipment owned by vendor.
- Fee proposal: desired compensation for a minimum of 100 event photos taken (no more than 10, no less than 5) held October 1, 2018-September 30, 2019, and 150 Warrensburg location photos taken October 1, 2018-September 30, 2019. WCVB will determine locations and events.

Responses that do not include any of the above mentioned items may be deemed non-responsive and eliminated from consideration.

Due Date: 2:00 p.m. on Friday, July 27, 2018.

Bid Evaluation Criteria

An evaluation of the proposals will be conducted by a committee. Cost, although always a factor, shall not be the deciding factor. The decision of the committee will be considered final. All services requested under this RFP must be addressed for any proposal to be considered. Proposals should explain clearly and completely the qualifications and experience of the responding individual, company, organization etc. as they pertain specifically to the services outlined in this RFP.

Qualifications and Experience

Responses shall be scored on the following:

- Prior experience and qualifications specific to this RFP
- References
- General qualifications and experience as they relate to compliance with any contracting statutes and regulations.
- Quality, clarity, and completeness of proposal
- Expressed understanding of the requirements of this RFP
- Methodology proposed to accomplish the goals of ACT
- Qualifications and availability of photographer(s)

CONVENTION AND VISITORS BUREAU DIRECTOR'S REPORT

Marcy Bryant, Director of Tourism

June 11, 2018

MIAA Baseball Tournament-May 10-13

The WCVB worked together with the Warrensburg Chamber to ensure the teams and spectators attended have a positive experience while visiting our community.

WCVB assisted with welcome banners at Country Kitchen and Woods, spirit balloons in the team's colors at the hotels, welcome signs at the hotels, securing a donation from Awesome Blossoms for floral arrangements in the hotel lobbies and email to businesses with marquees. The Chamber and WCVB assembled 1,000 welcome bags for distribution. A welcome table was held the first day of play, Thursday, May 10. WCVB board members, WCVB tourism director, Chamber director, and Chamber board members were present throughout the day, 8 a.m.-8 p.m.

Positive response was received from UCM Athletics.

WCVB Tourism Marketing Grant.

The amount budgeted for the grant program for FY 17-18 budget is \$7,000. The amount awarded in February was \$4,350. We have distributed \$2,838.92 (Old Drum Festival, UCM ROTC, YES and Blaine Whitworth 5K) as of the date of this report. We have the Lions Club grant remaining-\$850. We have \$3,361.08 remaining for the next application review.

The application deadline is Friday, June 29. A meeting for the grant committee will be scheduled after the deadline but before the Thursday, July 12 meeting. A communication plan similar to the one used for the January application deadline has been utilized.

Missouri Division of Tourism Grant

Missouri Division of Tourism notified the WCVB the maximum amount for the MDT Matching Marketing Grant request has been changed to \$7,235. We were previously told the maximum allowed would be the amount awarded in 2017-\$4,823. A revised budget grid has been completed and sent to the Missouri Division of Tourism. Actual award notifications will be in distributed in July. This matching grant is used for our print ads.

Visitors Guide

We received our new visitors guide in April. We ordered 5,000. We've already distributed more than 3,800 guides. A reorder may be needed!

MO Hwy 13 Corridor Coalition

The tourism website **mohwy13.com** launched Feb. 28. Johnson County information has been entered. A workshop was held May 14 in Concordia with all county representatives to discuss format and encourage participation. The goal is for all counties to enter their information by Monday, July 2. Once information has been entered, we will add a link from our website-VisitWarrensburg.com and the City's website as well.

WCVB Board Reappointment

The executive committee (WCVB officers) will meet thirty minutes prior to the monthly meeting 3:30 p.m. Thursday, June 14 to review the board applications. The recommendations will be forwarded to the city clerk for the mayor's consideration. The mayor will present the board appointments at the June 25 Council Meeting for approval.

Board members whose term have expired:

Cliff Gower (2016)

Tammy Leavy (2016)

Sandra Irle (2017)

Rhonda Gelbach (2017)

Don Butterfield (2018)

Out of Office

I will be out of the office July 30-August 3. A sign will be on the door with our website and welcome packets with information will be available at City Hall for visitors.

Upcoming Groups and Events

- UCM Orientation (Wednesday, July 18 and Thursday, July 19) The WCVB Office will be closed on these dates. The Chamber, Main Street and WCVB work together to make sure a community representative is present throughout the Orientations. WCVB has signed up for the above dates.
- Lions All Star Football Game*-July 21
- Warrensburg Wheels Annual Car Show, Aug. 25, Johnson County Fairgrounds
- Retro X Gaming For Community, Sept. 6-8 UCM Recreation and Wellness Center

**selected for WCVB Community Grant*

Upcoming Meetings/Conferences

City Council Meeting, June 11

WCVB June Meeting, June 14

Local Organization Meeting, June 28

Directors Meeting, July 5

Governor's Tourism Conference, Sept 25-28, St. Charles

Meetings Attended:

Digital Summit, May 16-17, Overland Park KS

MTC/MACVB Annual Conference, June 4-6, Cape Girardeau