



Warrensburg Convention and Visitors Bureau  
Warrensburg Municipal Center-Council Chambers, 200 S. Holden, Warrensburg  
Monday, July 1, 2019 3:30 p.m.

1. 3:30 P.M. Call To Order  
Kirsti Brunsvold, President
2. Roll Call  
Marcy Bryant, Tourism Director
3. Adopt Agenda  
Marcy Bryant, Tourism Director
4. Minutes Of Previous Meeting-May 20, 2019  
Marcy Bryant, Tourism Director

Documents:

[MINUTES 052019.PDF](#)

5. Minutes Of Prior Meeting-June 12, 2019  
Marcy Bryant, Tourism Director

Documents:

[MINUTES 061219.PDF](#)

6. Minutes Of Prior Meeting-June 18, 2019  
Marcy Bryant, Tourism Director

Documents:

[MINUTES EXECUTIVE COMMITTEE 061819.PDF](#)

7. Financial Report  
Marcy Bryant, Tourism Director

Documents:

[FINANCIAL REPORT JULY 2019.PDF](#)

8. Order Of Business: August Meeting Date  
Marcy Bryant, Tourism Director
9. Appearances By The Public
10. Board Comments  
WCVB Board Members
11. Closed Session  
Vote to close part of this meeting pursuant to Section 610.021 of the Revised Statutes of Missouri relating to:

12) Documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected.

## Warrensburg Convention & Visitors Bureau Minutes

Warrensburg Municipal Center-Council Chambers, 200 S. Holden, Warrensburg  
May 20, 2019 | 10 a.m.

A meeting of the Warrensburg Convention and Visitors Bureau was held on Monday, May 20 at 10 a.m. at the Warrensburg Municipal Center-Council Chambers, 200 S. Holden, Warrensburg, Missouri with President Kirsti Brunsvold presiding. Roll was called as follows: Present: Kirsti Brunsvold, Sandra Irle, Diane Whitworth, and Mason Wirsig.

Absent: Chelsea Cantrell, Ginny McTighe, and Tom Koenigsfeld; ex-officio members Danielle Fesler, Bryan Jacobs and Harold Stewart.

*(Koenigsfeld arrived at 9:05 a.m.)*

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

The director presented three quotes for the Visitor Center's interior painting.

- Stratton Painting \$1,950
- Carter Painting \$1,300
- Dunham and Jenkins \$2,500-\$2,600 (arrived after board packet was submitted)

Irle made a motion the WCVB approve the 18-19 budget be revised by \$1,300 for the expense of painting the interior of the Visitor Center, 407A E. Russell Ave, St. 2. The motion was seconded by Koenigsfeld. Motion passed. Due to the amount being less than \$3,000 the board did not approve the quote-just the budget revision. Director will proceed with lowest quote (Carter Painting).

The director presented three quotes for the Visitor Center's flooring.

- Warrensburg Wholesale Carpet \$4,246
- SteaMasters \$4,469.06
- Dugan's \$6,018

Irle made a motion the WCVB approve the budget be revised by \$4,246 for the expense of replacing the flooring of the Visitor Center, 407A E. Russell Ave, St. 2; and Warrensburg Wholesale Carpet be awarded the job. The motion was seconded by Koenigsfeld. Motion passed.

The director presented an agreement with Missouri Life for advertising services in FY 19-20 in the amount of \$6,556. The items included in the agreement will be included on the Missouri Division of Tourism Marketing Matching Grant application. WCVB would be reimbursed for 50% of the agreement cost from the MDT if the grant is approved. Irle made a motion the director sign the agreement for advertising services contingent upon the WCVB receiving the MDT MMG. The motion was seconded by Koenigsfeld. Motion passed.



The director presented quotes for the Visitor Center furniture.

- National Business Furniture \$6,393 (\$6,093.82 furniture; \$300 assembly outsourced by WCVB)
- Office Depot/Office Max \$5,963.83 (\$5,763.84 furniture; \$300 assembly outsourced by WCVB)
- Staples \$5,177.60 (\$4,877.60 furniture; \$300 assembly outsourced by WCVB)
- Samco \$6,901.48 (Price includes furniture and assembly)

Irle made a motion the WCVB approve the budget be revised by \$6,393.82 for the expense of furniture for the Visitor Center, 407A E. Russell Ave, St. 2; and National Business Furniture be selected for the Visitor Center furniture. The motion was seconded by Koenigsfeld. Motion passed.

McTighe made a motion the WCVB approve the RFP submitted from Carr Strategies. The motion was second by Brunsvold. The motion passed.

The director presented the director's report. Items highlighted included upcoming timeline for board appointments, event support and the Missouri Division of Tourism Marketing Matching Grant.

No miscellaneous items or public comments were presented.

Brunsvold made a motion the meeting be adjourned. The motion was seconded by Whitworth. The motion passed.



## **Warrensburg Convention & Visitors Bureau Minutes**

Warrensburg Municipal Center-Council Chambers, 200 S. Holden, Warrensburg  
June 12, 2019 | 3:30 p.m.

A meeting of the Warrensburg Convention and Visitors Bureau was held on Wednesday, June 12 at 3:30 p.m. at the Warrensburg Municipal Center-Council Chambers, 200 S. Holden, Warrensburg, Missouri with President Kirsti Brunsvold presiding. Roll was called as follows: Present: Kirsti Brunsvold, Sandra Irle, Ginny McTighe, and Mason Wirsig; Absent: Chelsea Cantrell, and Diane Whitworth; and ex-officio members Danielle Fesler, Bryan Jacobs and Harold Stewart.

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

Minutes of the May 1, 2019 WCVB meeting were considered. Irle made a motion to approve the meeting minutes as presented. The motion was second by McTighe. The motion passed.

Minutes of the May 20, 2019 WCVB meeting was tabled until the July WCVB meeting due to a lack of quorum.

Financial report provided by the WCVB director.

The director presented a lease agreement proposal from Marco to provide a copier/printer services for a 60-month term. The lease includes a Konica Bizhub C258 Color MFP. Services included are 1,500 black and white prints and 500 color prints along with initial training. The total cost per month is \$137.18. Brunsvold made a motion the WCVB enter into an agreement with Marco for copier/printer services. The motion was second by McTighe. The motion passed.

The director presented an update on the Visitor Center relocation project. The Visitor Center located at 407A E. Russell Ave, St. 2, will open to the public on Monday, July 1.

After reviewing the results from the July meeting availability distributed to the board prior to the June 12, 2019 meeting, the board discussed rescheduling the WCVB July meeting from Wednesday, July 3 to Monday, July 1 due to the July 4 holiday. Brunsvold made a motion the WCVB July meeting be moved from Wednesday, July 3 to Monday, July 1-same time and same place. The motion was second by McTighe. The motion passed.

No miscellaneous items or public comments were presented.

Irle moved the meeting be adjourned. The motion was seconded by McTighe. The motion passed.



## **Warrensburg Convention & Visitors Bureau Minutes**

Warrensburg Municipal Center-Council Chambers, 200 S. Holden, Warrensburg  
June 18, 2019 | 4 p.m.

A meeting of the Warrensburg Convention and Visitors Bureau Executive Committee was held on Tuesday, June 18 at 4 p.m. in the Warrensburg City Hall-Southeast Conference Room, 102 S. Holden, Warrensburg, Missouri. Roll was called as follows: Present: Kirsti Brunsvold, Chelsea Cantrell, Tom Koenigsfeld, and Diane Whitworth.

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

As per the WCVB Bylaws, the WCVB Executive Committee has an option of reviewing the applications and submitting a recommendation for board appointment to the Mayor. The committee discussed the applications for board appointment submitted to the City. Whitworth made a motion the committee recommend the reappointment of Kirsti Brunsvold and Sandra Irle to the board. Both are current board members who are eligible, and they've applied for reappointment. The committee discussed the projects the board has completed the last two years and the board's desire to see the remaining items on the strategic plan accomplished. Marcy Bryant, Tourism Director, will present the recommendation to the City Clerk on Wednesday, June 19.

Cantrell moved the meeting be adjourned. The motion was seconded by Koenigsfeld. The motion passed.



FINANCIAL REPORT\*  
JULY 2019

	CURRENT	DISBURSED	FY19 Budget
SALARIES & WAGES	\$ 27,584.77	\$ 31,655.23	\$ 59,240.00
EMPLOYEE TAXES	\$ 2,137.92	\$ 2,395.08	\$ 4,533.00
RETIREMENT	\$ 1,535.18	\$ 1,841.82	\$ 3,377.00
EMPLOYEE INSURANCE	\$ 3,318.05	\$ 4,150.95	\$ 7,469.00
WORKERS COMPENSATION	\$ 75.17	\$ 49.83	\$ 125.00

PROGRAM & OTHER SUPPLIES	\$ 2,928.18	\$ 9,203.82	\$ 12,132.00
CELL PHONE	\$ 71.66	\$ 648.34	\$ 720.00
OUTSIDE SERVICES	\$ 157.45	\$ 442.55	\$ 600.00
INSURANCE	\$ 97.00	\$ 1,603.00	\$ 1,700.00
TRAINING & TRAVEL	\$ 5,490.37	\$ 2,644.63	\$ 8,135.00
DUES & MEMBERSHIPS	\$ 1,725.10	\$ 621.90	\$ 2,347.00
MARKETING & COMMUNICATION	\$ 16,224.35	\$ 18,268.65	\$ 34,493.00
OTHER	\$ 41.50	\$ 41.50	\$ 50.00
CAPITAL - EQUIPMENT	\$ -		\$ -
GRANT PROGRAM	\$ 11,000.00	\$ 1,000.00	\$ 12,000.00
LEASE AGREEMENT*	\$ -	\$ 2,230.00	
<b>TOTALS</b>	<b>\$ 72,386.70</b>	<b>\$ 76,797.30</b>	<b>\$ 146,921.00</b>

52.27%

\*LEASE AGREEMENT CATEGORY ADDED JUNE 2019 REPORT.

\*As of June 27, 2019

	Spent	Budgeted	Remaining	
<b>Employee Insurance</b>				
Dental	484.82	832	347.18	
Health	3390.66	6180	2789.34	
Life	72.85	120	47.15	
Short Term	136.12	226	89.88	
Long Term	66.5	111	44.5	
	<b>4150.95</b>			
<b>Program &amp; Other Supplies</b>				
Retail	220	2000	2000	
Clothing		350	350	
Computer Supplies	1034.81	2500	1465.19	
Meeting Supplies	326.76	250	-76.76	
Office Suplies	313.12	750	436.88	
Software	488.63	744	255.37	
Food	142.5	300	157.5	
Supplies-Non Categorized	2578	5238	2660	
Services Non-Categorized	4100	5250	1150	(PHOTOGRAPHY)
	<b>9203.82</b>	17382	8178.18	
<b>Outside Services</b>				
Financial Services	217.55	100	-117.55	
Legal Services	225	500	275	
	<b>442.55</b>	600	157.45	
<b>Training &amp; Travel</b>				
Travel-Meals	32.87	300	267.13	
Mileage	395.24	2000	1604.76	
Travel-Rooms	510.57	1440	929.43	
Schools & Seminars	1705.95	4395	2689.05	
	<b>2644.63</b>	8135	5490.37	
<b>Marketing &amp; Communication</b>				
Advertising	16817	24117	7300	
Postage	63.2	426	362.8	
Printing & Binding	694.73	3000	2305.27	
Shows/Expos	43.72	1000	956.28	
Communication-Non-Categorized	650	650	0	(WEB)
	<b>18268.65</b>	29193	10924.35	



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	