



Warrensburg Convention and Visitors Bureau
Municipal Center-Council Chambers, 200 S. Holden, Warrensburg
4 p.m.

1. 4:00 P.M. Call To Order
Kirsti Brunsvold, President
2. 4:00 P.M. Roll Call
Marcy Bryant, Tourism Director
3. 4:00 P.M. Adopt Agenda
Kirsti Brunsvold, President
4. 4:00 P.M. Minutes Of Previous Meeting-Sept. 13, 2018
Marcy Bryant, Tourism Director

Documents:

[MINUTES 091318.PDF](#)

5. 4:00 P.M. Financial Report
Marcy Bryant, Tourism Director

Documents:

[FINANCIAL REPORT 10 18 18.PDF](#)

6. Order Of Business: Award Professional Photography Services RFP
Marcy Bryant, Tourism Director

Documents:

[LAURA LOCKHART WCVB PROPOSAL AMENDMENT.PDF](#)

7. WCVB Grant Program Update
Kirsti Brunsvold, President
8. 4:00 P.M. Adjournment

Warrensburg Convention & Visitors Bureau Minutes

Municipal Center-Council Chambers, 200 S. Holden
September 13, 2018 | 3:30 p.m.

A meeting of the Warrensburg Convention and Visitors Bureau was held on Thursday, September 13 at 3:32 p.m. at the Municipal Center-Council Chambers, 200 S. Holden, with President Kirsti Brunsvold presiding. Roll was called as follows: Present were: Kirsti Brunsvold, Chelsea Cantrell (arrived 3:42 p.m.) Rhonda Gelbach, Ginny McTighe, Diane Whitworth and ex-officio members: Danielle Fesler and Harold Stewart. Absent: Sandra Irle and Tom Koenigsfeld; and ex-officio member Danielle Johnston.

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

Minutes of the August 23, 2018 WCVB meeting were considered. Whitworth made a motion to approve the meeting minutes. The motion was second by McTighe. The motion passed.

Minutes of the August 23, 2018 WCVB and City Council joint meeting were considered. McTighe made a motion to approve the meeting minutes. The motion was second by Whitworth. The motion passed.

Financial report provided by the WCVB director.

The director provided an update regarding the lodging tax increase for the April 2019 general ballot. The update was a follow up from a discussion at the Aug. 23 joint meeting with the City Council. A tentative timeline was created from the information provided by Diane Thompson, County Clerk and Election Authority. Thompson estimates the ballot cost would be approximately \$2,100.

TENTATIVE TIMELINE:

WCVB Board Retreat	October DATE TBA
WCVB Board Approve Presenting the Issue/Amend Budget	November 8
Council Approve Ordinance to Place the Issue on the Ballot	December 10
Present to County Clerk and Election Authority	By 5 PM January 29

The director provided an update on trails in the community. A meeting was held Monday, Sept. 10 with Kim Henderson, owner of Kim's Cabins in Windsor, Sandra Irle, Rhonda Gelbach and the director to discuss how Windsor has supported and grown due to the Katy Trail and now the Rock Island Spur. The director attended a presentation by Daniel Brigham, Knob Noster State Park Director, at the Citizens for Environmental Action meeting Sept. 4. Brigham stated the Spirit Trail Coalition is working on connecting the Spirit Trail to the Rock Island Spur or the Katy Trail. The development of this connecting trail is dependent upon budget. He stated the park is awaiting the state's approval prior to developing the Spirit Trail from the park entrance sign throughout the park. The goal is to connect the spirit trail to Hwy. 23 so it can be taken into Knob Noster. The director will attend Spirit Trail Coalition meetings and provide an update to the WCVB Board.

The director presented the director's report.



The meeting was adjourned.



FINANCIAL REPORT*
OCTOBER 2018

	CURRENT	DISBURSED	FY18 Budget
SALARIES & WAGES	\$ 3,100.00	\$ 44,900.00	\$ 48,000.00
EMPLOYEE TAXES	\$ 237.05	\$ 3,434.95	\$ 3,672.00
RETIREMENT	\$ 189.00	\$ 2,787.00	\$ 2,976.00
EMPLOYEE INSURANCE	\$ 1,207.00	\$ 6,636.00	\$ 7,843.00
WORKERS COMPENSATION	\$ 44.00	\$ 86.00	\$ 130.00

PROGRAM & OTHER SUPPLIES	\$ 190.27	\$ 1,759.73	\$ 1,950.00
CELL PHONE	\$ 801.00	\$ 579.00	\$ 1,380.00
OUTSIDE SERVICES	\$ 953.75	\$ 146.25	\$ 1,100.00
INSURANCE	\$ (25.00)	\$ 1,603.00	\$ 1,578.00
TRAINING & TRAVEL	\$ 6,420.09	\$ 2,734.91	\$ 9,155.00
DUES & MEMBERSHIPS	\$ 1,571.00	\$ 575.00	\$ 2,146.00
MARKETING & COMMUNICATION	\$ 4,045.18	\$ 29,570.82	\$ 33,616.00
OTHER	\$ 280.00		\$ 280.00
CAPITAL - EQUIPMENT	\$ -		\$ -
GRANT PROGRAM	\$ 311.08	\$ 6,688.92	\$ 7,000.00
TOTALS	\$ 19,324.42	\$ 101,501.58	\$ 120,826.00

84.01%

*As of Oct. 15, 2018

Employee Insurance

Dental	762
Health	5448
Life	113
Short Term	210
Long Term	103
	6636

Program & Other Supplies

Clothing	75	100	25
Computer Supplies	42.25	100	57.75
Meeting Supplies	41.89	100	58.11
Office Supplies	395.61	350	-45.61
Software	486.15	500	13.85
Food	190.24	300	109.76
Supplies-Non Categorized	528.59	500	-28.59
	1759.73	1950	190.27

Outside Services

Financial Services	25	100	75
Legal Services	121.25	1000	878.75
	146.25	1100	953.75

Training & Travel

Travel-Meals	55.9	300	244.1
Mileage	961.79	2230	1268.21
Travel-Rooms	697.22	1310	612.78
Schools & Seminars	1020	5315	4295
	2734.91	9155	6420.09

Marketing & Communication

Advertising	20995	23017	2022
Postage	126	346	220
Printing & Binding	780.26	2000	1219.74
Shows/Expos	374.56	500	125.44
Communication-Non-Categorized	7295	7750	455
	29570.82	33613	4042.18

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	

Response to WCVB request for photography proposal by Laura Lockhart Photography Associates (LLPA)

Proposal Requirements

1. We will work closely with the WCVB staff to identify the events and locations to photograph. WCVB will provide any necessary credentials and access to events and locations, to include entry fees or costs associated with admission.
2. All work will be submitted within an agreed upon time period. WCVB will receive edited, ready to use digital images. Print images are available but are provided at an additional cost to be agreed upon at the time requested.
3. LLPA will require at least two weeks advance notice for event photography. Location photography will be scheduled at an agreed upon time. Should WCVB provide less than 2 weeks notice, LLPA will make every effort to provide photography service but cannot guarantee availability.
4. All images supplied will be high resolution images (at least 300 ppi). Images will be of a sufficient quality that they can be used in print or online media. Should a lower resolution image be desired, LLPA will provide it to WCVB at no additional cost.
5. WCVB will receive a copyright release for all images, however, LLPA will retain ownership of the images. With the copyright release, WCVB will have unrestricted use of the images but will not be able to edit the images in any fashion. If an edited image is needed, LLPA will provide an acceptable edited image for WCVB at no additional cost. LLPA will be responsible for securing all model releases for people in submitted pictures. The release will be maintained by LLPA but will be provided to WCVB upon request at no cost.

Response Requirements

1. Laura Lockhart Photography Associates (LLPA)
515 Southwest Drive
Warrensburg, MO 64093
913.396.3494
Hello.ljlockhart@gmail.com
No website
2. Laura and associates are photographers with more than 20 years of experience taking all types of photographs. From landscapes to landmarks, family portraits, sports photography and food photography, we have experience with it all. We are local photographers who are rooted in the Warrensburg community. As local photographers, we not only know the landmarks in

Warrensburg but we attend most of the events you will want us to photograph. One look at our portfolio and you will see that we have the experience to deliver high quality images to the WCVB. Our photographs were featured in the Westport Art Fair and local newspapers, including the Daily Star Journal in Warrensburg.

3. References

- Derek Brizendine, 816.853.0764
- Jay Linhardt, 660.238.1574
- Bryan Jacobs, 660.441.5302

4. Portfolio can be viewed at the link below

- https://www.dropbox.com/sh/z2asvis1mnazukd/AACxeKFCxCfHsdIG-z0_heQAa?dl

5. List of photographic equipment

- Canon 5d Mark III full frame camera
- Canon 50D camera
- Canon Digital Rebel XT converted to an infrared camera
- Canon 70-200 f2.8 L series lens
- Canon 24-70 f2.8 L series lens
- 2 x Canon 580 flash
- Canon 600 flash

6. Fee Proposal

- \$4,000. Upon acceptance of the proposal, \$2,000 is due and the additional \$2,000 will be paid in \$1,000 installments at mile stones agreed upon by WCVB and Laura Lockhart Photography Associates. We agree to submit at least 100 event photos and 150 location photos between an agreed upon timeframe for WCVB and LLPA but no later than September 30, 2019. WCVB will provide locations and events to be photographed. Events that are photographed will have an agreed upon number of photographs.

7. AMENDMANT TO FEE PROPOSAL

- \$4.000 total compensation to be paid quarterly. Initial payment of \$1,000 to be received upon submission of first project photos. Subsequent equal payments of \$1,000 to be paid as follows:
 - i. February 1, 2019
 - ii. May 1, 2019
 - iii. August 1, 2019