

Warrensburg Convention & Visitors Bureau Minutes

Municipal Center-Council Chambers, 200 S. Holden

June 14, 2018 | 4 p.m.

A meeting of the Warrensburg Convention and Visitors Bureau was held on Thursday, June 14 at 4:03 p.m. at the Municipal Center-Council Chambers, 200 S. Holden, with Vice President Cliff Gower presiding. Roll was called as follows: Present were: Kirsti Brunsvold, Rhonda Gelbach, Cliff Gower, Tom Koenigsfeld and Tammy Leavy, and ex-officio member: Danielle Fesler. Absent: Don Butterfield and Sandra Irle; 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 Leavy. Motion passed.

Minutes of the April 12, 2018 WCVB meeting were not considered due to a lack of quorum able to approve. The minutes will be presented for approval at the July 14, 2018 meeting.

Financial report provided by the WCVB director.

The director presented a request to revise the WCVB Bylaws. Ordinance No. 4900 and the WCVB Bylaws have different dates for the WCVB annual meeting. Ordinance No. 4900, Section G- Officers and Committees; states the annual meeting is to be 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. Koenigsfeld made a motion to revise the WCVB Bylaws: Article V: Section- Meetings of the Board to read, "The annual meeting of the Board shall be held in July each year, at such place and time as the President may determine." The motion was second by Gower. Motion passed.

The director updated the board on the status of hiring an intern or part-time employee. 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 pending the city's approval. Following the meeting, we learned \$9.00/hour would not follow the city's current pay structure. The closest pay level starts at \$9.42/hour. Staff recommends waiting to hire the position until the FY 18-19 budget starts Oct. 1.

The 2018-2019 proposed budget was presented. The director noted the amount estimated for the MO Division of Tourism Marketing Matching Grant is an estimate. Award notification will be sent in July. The expense items highlighted included the hiring of an intern/part-time position, purchase of a tablet and printer, purchase of group items, cost to utilize a social media management tool (Hootsuite), and professional photography services. The budget will be presented for approval at the August WCVB meeting.

The Request For Proposal for Professional Photography Services was presented. The RFP will be distributed Monday, July 2. Close date is Friday, July 27.

The director presented the director's report. The mayor will be making reappointments/appointments at the Monday, June 25 Council Meeting. The WCVB election of



officers will be held at the WCVB July board meeting. Board members were asked to review the job descriptions of the officers in the Bylaws prior to the July meeting if they are interested in serving.

The Piranhas have secured the SMSL Swim Meet. It will be held July 20-21 at Nassif Aquatic Center. Danielle Fesler, WPR Director, will be scheduling a meeting with stakeholders. We will assist with support similar to the MIAA Baseball Tournament.

The next deadline for the WCVB Tourism Marketing Grant is Friday, June 29. One application has been received as of the meeting date. A meeting will be scheduled for the grant committee to review. The committee's recommendations will be presented for approval at the July meeting. Facebook, news releases, and letters to past recipients have been used to publicize the grant.

Gelbach 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.

Yes: Brunsvold, Gelbach, Gower, Koenigsfeld, Leavy

