



Warrensburg Convention and Visitors Bureau

3:30 p.m. Wednesday, Aug. 14

Warrensburg Municipal Center-Council Chambers, 200 S. Holden, Warrensburg

1. 3:30 P.M. Call To Order
2. Roll Call
3. Adopt Agenda
4. Approval Of Minutes-July 1, 2019

Documents:

[MINUTES 070119.PDF](#)

5. Financial Report
Marcy Bryant, Tourism Director

Documents:

[FINANCIAL REPORT AUGUST 2019.PDF](#)

6. Director's Report
Marcy Bryant, Tourism Director

Documents:

[DR 080919 BOARD REPORT.PDF](#)

7. Board Member Recognition
8. Board Sine Die
9. Recognition Of New Board Members
10. Call Meeting To Order
11. Roll Call
12. Adoption Of New Business Agenda
13. Election Of President, Vice President, Secretary And Treasurer
14. Presentation Of FY 19-20 Budget Draft
Marcy Bryant, Tourism Director

Documents:

[WCVB FY 19-20 BUDGET DIRECTOR NOTES.PDF](#)
[WCVB FUND FY 19-20 DRAFT.PDF](#)

15. Approval Of Warrensburg Economic Coalition Partnership Plan
Marcy Bryant, Tourism Director

Documents:

[WEC PARTNERSHIP PLAN DIRECTOR NOTES.PDF](#)
[WEC PARTNERSHIP PLAN.PDF](#)

16. Bylaws Revision
Marcy Bryant, Tourism Director

Documents:

[WEC BYLAWS DIRECTOR NOTES.PDF](#)
[BYLAWS WITH BOARD AMENDMENTS 5TH REVISED 082019.PDF](#)

17. Other Business

18. Adjournment

Warrensburg Convention & Visitors Bureau Minutes

Warrensburg Municipal Center-Council Chambers, 200 S. Holden, Warrensburg
July 1, 2019 | 3:30 p.m.

A meeting of the Warrensburg Convention and Visitors Bureau was held on Monday, July 1 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, Diane Whitworth and Mason Wirsig: Absent: Chelsea Cantrell and Tom Koenigsfeld; 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 20, 2019 WCVB meeting were considered. Wirsig made a motion to approve the meeting minutes as presented. The motion was second by Irle. The motion passed.

Minutes of the June 12, 2019 WCVB meeting were considered. McTighe made a motion to approve the meeting minutes as presented. The motion was second by Irle. The motion passed.

Minutes of the June 18, 2019 WCVB Executive Committee meeting were presented. The minutes will be presented for approval at the August WCVB meeting due to lack of voting quorum.

Financial report provided by the WCVB director.

The board discussed rescheduling the WCVB August meeting from Wednesday, August 7 to Wednesday, August 14 due to board availability. Brunsvold made a motion the WCVB August meeting be moved from Wednesday, August 7 to Wednesday, August 14-same time and same place. The motion was second by McTighe. The motion passed.

Irle expressed desire to revise the WCVB Bylaws to include the tourism director lead the WCVB meetings and take minutes. These responsibilities are currently under the board officer positions. The director stated she would research and follow up with the board at the August meeting.

No miscellaneous items or public comments were presented.

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

1. Legal actions, causes of action or litigation involving the City and any confidential or privileged communication between the City and its representatives and its attorneys.
12. Documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected.

Roll Call

Yes: Brunsvold, Irle, McTighe, Whitworth and Wirsig



FINANCIAL REPORT*
AUGUST 2019

	CURRENT	DISBURSED	FY19 Budget
SALARIES & WAGES	\$ 14,959.09	\$ 44,280.91	\$ 59,240.00
EMPLOYEE TAXES	\$ 1,115.78	\$ 3,417.22	\$ 4,533.00
RETIREMENT	\$ 731.34	\$ 2,645.66	\$ 3,377.00
EMPLOYEE INSURANCE	\$ 1,538.74	\$ 5,930.26	\$ 7,469.00
WORKERS COMPENSATION	\$ 51.82	\$ 73.18	\$ 125.00

PROGRAM & OTHER SUPPLIES	\$ (14,598.12)	\$ 26,730.12	\$ 12,132.00
UTILITIES	\$ (89.91)	\$ 809.91	\$ 720.00
OUTSIDE SERVICES	\$ (133.11)	\$ 733.11	\$ 600.00
INSURANCE	\$ 97.00	\$ 1,603.00	\$ 1,700.00
TRAINING & TRAVEL	\$ 4,933.49	\$ 3,201.51	\$ 8,135.00
DUES & MEMBERSHIPS	\$ 1,725.10	\$ 621.90	\$ 2,347.00
MARKETING & COMMUNICATION	\$ 652.94	\$ 33,840.06	\$ 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*	\$ -	\$ 3,345.00	
TOTALS	\$ 22,025.66	\$ 128,273.34	\$ 146,921.00

87.31%

*LEASE AGREEMENT CATEGORY ADDED JUNE 2019 REPORT.

*As of August 8, 2019

	Spent	Budgeted	Remaining	
Employee Insurance				
Dental	692.6	832	139.4	
Health	4843.8	6180	1336.2	
Life	104.16	120	15.84	
Short Term	194.62	226	31.38	
Long Term	95.08	111	15.92	
	5930.26			
Program & Other Supplies				
Retail	220	2000	2000	
Clothing	36.84	350	313.16	
Computer Supplies	5417.94	2500	-2917.94	
Meeting Supplies	326.76	250	-76.76	
Office Suplies	313.12	750	436.88	
Software	488.63	744	255.37	
Food	198.96	300	101.04	
Supplies-Non Categorized	15627.87	5238	-10389.87	
Services Non-Categorized	4100	5250	1150	(PHOTOGRAPHY)
	26730.12	17382	-9348.12	
Utilities				
Sewer				
Electric				
Gas				
Water				
Internet				
Outside Services				
Financial Services	508.11	100	-408.11	
Legal Services	225	500	275	
	733.11	600	-133.11	
Training & Travel				
Travel-Meals	32.87	300	267.13	
Mileage	532.12	2000	1467.88	
Travel-Rooms	930.57	1440	509.43	
Schools & Seminars	1705.95	4395	2689.05	
	3201.51	8135	4933.49	
Marketing & Communication				
Advertising	32348.45	24117	-8231.45	
Postage	63.2	426	362.8	
Printing & Binding	694.73	3000	2305.27	
Shows/Expos	83.68	1000	916.32	

Communication-Non-Categorized

650

650

0

(WEB)

33840.06

29193

-4647.06

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	

CONVENTION AND VISITORS BUREAU DIRECTOR'S REPORT

Marcy Bryant, Director of Tourism

August 9, 2019

UPCOMING WCVB MEETING

AUGUST: The August meeting will be our first meeting with new appointment Scott Thomason. At the July WCVB meeting, the board voted to move the meeting to 3:30 p.m. Wednesday, August 14.

There will be two meetings. The first will conclude the prior year with current president Kirsti Brunsvold presiding. The second meeting will consist of the officer elections, presentation of the first draft of the budget, and revising the WCVB Bylaws.

VISITOR CENTER RIBBON CUTTING/OPEN HOUSE

Thank you to everyone who attended the Warrensburg Visitor Center ribbon cutting and open house on Wednesday, July 31. We had an incredible turnout. Its estimated approximately 75 people attended the ribbon cutting or the open house following the ceremony. If you were unable to attend, please stop by. Mike and I would appreciate the opportunity to show you around.

To publicize the move, staff has delivered postcards to all the lodging establishments announcing our move with a map. We've had a positive response.

HISTORICAL BROCHURE

The WCVB was contacted by Dr. Jon Taylor, UCM Professor of History, regarding a historical brochure highlighting various locations in Warrensburg. His class will build out a brochure breaking the locations into themes. The brochures will serve as walking tours for visitors and residents. Warrensburg City Planner Kristen Pack will be assisting with the project as well. The brochure will be submitted to the Missouri Bicentennial Foundation for endorsement.

The WCVB will assist by providing funding for the brochure printing. The brochures will be distributed in the Visitor Center and electronic versions will be added to the WCVB website and City webpages.

The goal is to have the piece ready for distribution May 2020.

BRAND AWARENESS STUDY

Carr Strategy will kick off the study the first week of September. The consultants will hold two stakeholder meetings on Wednesday, Sept. 4. The meeting at 10 a.m. will consist of representatives from all the lodging establishments. The meeting at 2 p.m. will consist of the WCVB Board and representatives from Warrensburg Main Street, Chamber of Commerce, University of Central Missouri and Johnson County Economic Development Corporation. The WCVB Board meeting will follow at 3:30 p.m. All meetings will be held in the Warrensburg Municipal Center-Council Chambers, 200 S. Holden.

OUT OF OFFICE

Warrensburg will be providing information to Missouri State Fair attendees on Friday, August 9 and Thursday, August 15. WCVB staff will be working the Missouri Division of Tourism booth on Friday, August 9. On Thursday, August 15, the WCVB and the Warrensburg Chamber will be working a booth at the Missouri Travel Show.

Mike Greife, Communication Coordinator, will be in the Visitor Center during these dates so visitors will not experience a disruption of service.

UPCOMING EVENTS:

Council Meeting, Aug 12 and 26

City Staff Meeting, Aug 13, 20, and 27

Burg Fest Meeting, Aug. 12

Missouri Travel Leisure Show-MO State Fair, Aug. 15. Sedalia

Holiday Parade Meeting, Aug. 16

WCVB Meeting, Aug 14. Warrensburg Municipal Center

Warrensburg Fire Chief Applicant Reception, Aug. 14. Warrensburg Community Center

WCVB Meeting, Sept. 4, Warrensburg Municipal Center

Missouri Division of Tourism Governor's Conference, Oct. 8-10. Columbia

WCVB Board Meeting: August 2019

Item: FY 19-20 Budget First Presentation

(Budget will be presented to the WCVB Board for approval at the WCVB September Board Meeting.)

Revenue:

Lodging Tax was projected to increase 53% from the FY 18-19 lodging tax budgeted calculation. This reflects the increase in the lodging tax approved by voters in April 2019 (2.5% to 5%) and the new Holiday Inn Express and Suites opening fall 2019. Calculation provided to WCVB by City of Warrensburg Finance Director.

The grant revenue is the grants from the Missouri Division of Tourism.

\$25,000-Marketing Matching Grant (MO Life TV Show \$15,000)

\$4,375-Marketing Platform Grant (Brand Awareness Study with Carr Consultants)

Interest was calculated at 2.40% with an average balance of \$250,000. Calculation provided to WCVB by City of Warrensburg Finance Director.

Expense:

The FY 19-20 reflects the Visitor Center lease, utilities, copier/printer maintenance agreement and cleaning services. It is recommended the board allocate \$40,000 to be placed in reserve. The reserve will be utilized to secure a permanent location for the WCVB. The current Visitor Center lease agreement is for three years- concluding May 2022 with an option to renew.

Staff would like the WCVB to reserve funds in FY 19-20, FY 20-21, and FY 21-22, so a permanent location can be secured with no or minimal financing needed.

Warrensburg Convention and Visitors Bureau

2019-2020 BUDGET

Account Number	Description	FY17-18 Actual	FY18-19 Budget	FY18-19 Amended Budget	FY 19-20 Proposed
Projected Cash Balance at October 1, 2019					\$ 222,000.00
REVENUES					
830-51905	Taxes-Lodging	\$ 145,777.00	\$ 135,000.00	\$ 170,000.00	\$ 288,000.00
830-52200	Grants-State	\$ 4,823.00	\$ 7,161.00	\$ 7,161.00	\$ 29,375.00
830-55105	Admissions	\$ -	\$ -	\$ -	\$ -
830-55115	Advertising	\$ -	\$ -	\$ -	\$ -
830-57105	Interest on Deposits	\$ 17.53	\$ 3,960.00	\$ 5,067.00	\$ 6,000.00
830-59910	Claims/Reimbursement	\$ 18.15	\$ -	\$ 200.00	\$ -
830-59930	Transfer from Other Source	\$ -	\$ -	\$ -	\$ -
830-55190	Retail	\$ -	\$ 750.00	\$ 20.00	\$ 150.00
Total Revenues		\$ 150,635.68	\$ 146,871.00	\$ 182,448.00	\$ 323,525.00
Personnel Expenses					
830-611-1101	Wages Full Time	\$ 50,524.00	\$ 49,440.00	\$ 48,000.00	\$ 51,320.00
830-611-1102	Wages Part Time	\$ -	\$ 9,800.00	\$ 7,000.00	\$ 11,244.00
830-611-1103	Wages-Overtime	\$ -	\$ -	\$ -	\$ -
830-611-2101	FICA	\$ 3,861.00	\$ 4,533.00	\$ 4,503.00	\$ 4,786.07
830-611-2201	Retirement-Lagers	\$ 3,136.00	\$ 3,377.00	\$ 3,652.00	\$ 3,182.00
830-611-2301	Insurance-Dental	\$ 831.00	\$ 832.00	\$ 834.08	\$ 832.00
830-611-2302	Insurance-Health	\$ 5,932.00	\$ 6,180.00	\$ 5,815.00	\$ 5,813.00
830-611-2304	Insurance-Life	\$ 123.00	\$ 120.00	\$ 128.00	\$ 130.00
830-611-2305	Insurance-Short-Term Disability	\$ 229.00	\$ 226.00	\$ 236.00	\$ 250.00
830-611-2306	Insurance-Long-Term Disability	\$ 112.00	\$ 111.00	\$ 116.00	\$ 120.00
830-611-2401	Worker's Compensation	\$ 94.00	\$ 125.00	\$ 92.00	\$ 125.00
Total Personnel Expenses		\$ 64,842.00	\$ 74,744.00	\$ 70,376.08	\$ 77,802.07
Expenditures:Commodities					
830-611-3102	Retail	\$ -	\$ 2,000.00	\$ 220.00	\$ 1,000.00
830-611-4102	Clothing	\$ 75.00	\$ 350.00	\$ 187.00	\$ 500.00
830-611-4103	Computer Supplies	\$ 42.25	\$ 2,500.00	\$ 5,418.00	\$ 3,000.00
830-611-4107	Maintenance Repairs & Supplies	\$ -	\$ -	\$ -	\$ 7,000.00
830-611-4108	Meeting Supplies	\$ 41.89	\$ 250.00	\$ 525.00	\$ 500.00
830-611-4109	Office Supplies	\$ 395.61	\$ 750.00	\$ 750.00	\$ 1,500.00
830-611-4114	Software	\$ 486.15	\$ 744.00	\$ 1,450.00	\$ 2,500.00
830-611-4117	Food	\$ 190.24	\$ 300.00	\$ 350.00	\$ 600.00
830-611-4199	Supplies Non-Categorized	\$ 528.59	\$ 5,238.00	\$ 15,000.00	\$ 10,000.00
Total Non-Categorized		\$ 1,759.73	\$ 12,132.00	\$ 23,900.00	\$ 26,600.00
Services					
830-611-5106	Utility-Telephone	\$ -	\$ -	\$ -	\$ -
830-611-5107	Utility-Data Access	\$ 631.58	\$ 720.00	\$ 2,100.00	\$ 3,000.00
	Utility-Sewer	\$ -	\$ -	\$ 200.00	\$ 600.00
	Utility-Water	\$ -	\$ -	\$ 200.00	\$ 600.00
	Utility-Electric	\$ -	\$ -	\$ 1,100.00	\$ 2,400.00
	Utility-Gas	\$ -	\$ -	\$ -	\$ -
	Printer/Copier Agreement	\$ -	\$ -	\$ 552.00	\$ 1,656.00
	Cleaning Services	\$ -	\$ -	\$ 390.00	\$ 1,560.00
830-611-5202	Consulting	\$ -	\$ -	\$ -	\$ 8,500.00
830-611-5203	Financial Services	\$ 25.00	\$ 100.00	\$ 700.00	\$ 1,000.00
830-611-5206	Legal Services	\$ 121.25	\$ 500.00	\$ 225.00	\$ 500.00
830-611-5209	Rent/Lease	\$ -	\$ -	\$ 5,575.00	\$ 14,000.00
830-611-5301	Property Insurance	\$ 1,603.00	\$ 1,700.00	\$ 1,603.00	\$ 2,000.00
830-611-5401	Travel Meals	\$ 55.90	\$ 300.00	\$ 100.00	\$ 300.00
830-611-5402	Mileage	\$ 961.79	\$ 2,000.00	\$ 750.00	\$ 2,000.00
830-611-5403	Travel Rooms	\$ 697.22	\$ 1,440.00	\$ 1,250.00	\$ 1,750.00
830-611-5404	Schools and Seminars	\$ 1,020.00	\$ 4,395.00	\$ 2,010.00	\$ 7,000.00
830-611-5501	Dues and Memberships	\$ 674.80	\$ 2,347.00	\$ 1,275.00	\$ 3,702.00
830-611-5601	Advertising	\$ 20,995.70	\$ 24,117.00	\$ 39,117.00	\$ 90,704.93
830-611-5602	Postage	\$ 125.31	\$ 426.00	\$ 150.00	\$ 600.00
830-611-5603	Printing and Binding	\$ 780.26	\$ 3,000.00	\$ 1,250.00	\$ 5,500.00
830-611-5604	Shows/Expo/Events Expense	\$ 374.56	\$ 1,000.00	\$ 550.00	\$ 2,000.00
830-611-5699	Communication-Non Categorized	\$ 7,295.00	\$ 650.00	\$ 650.00	\$ 650.00
830-611-5904	Employment	\$ -	\$ 50.00	\$ 42.00	\$ 100.00
830-611-5999	Services Non-Categorized	\$ 40.34	\$ 5,250.00	\$ 6,100.00	\$ 17,000.00
Total Services		\$ 35,401.71	\$ 47,995.00	\$ 65,889.00	\$ 167,122.93
Capital Outlay					
830-611-6206	Equipment-Office	\$ -	\$ -	\$ -	\$ -
Total Capital Outlay		\$ -	\$ -	\$ -	\$ -
Non-Categorized					
830-611-9301	Community Agreements	\$ 6,688.92	\$ 12,000.00	\$ 4,750.00	\$ 12,000.00
Non-Categorized		\$ 6,688.92	\$ 12,000.00	\$ 4,750.00	\$ 12,000.00
RESERVE					\$ 40,000.00
Total Expenditures		\$ 108,692.36	\$ 146,871.00	\$ 164,915.08	\$ 323,525.00
Revenues Over (Under) Expenditures		\$ 41,793.32	\$ -	\$ 17,532.92	\$ -
Projected Cash Balance at September 30, 2020					\$ 222,000.00

WCVB Board Meeting: August 2019

Item: Warrensburg Economic Coalition Plan Approval

The Warrensburg Economic Coalition was formerly known as the Johnson County Economic Coordinating Board. Membership includes the City of Warrensburg, University of Central Missouri, Warrensburg Chamber of Commerce, Warrensburg Main Street, Warrensburg R-IV School District, Whiteman Air Force Base, Western Missouri Medical Center, Johnson County, Johnson County Economic Development Corporation and the Warrensburg Convention and Visitors Bureau. The WCVB has been a part of this organization since forming in 2014.

Last fall, the partners started working on reorganizing the board into the coalition. New bylaws were created and a strategic plan was developed using the goals identified by the group. Everyone's roles were discussed and how each partner's mission fits with the WEC mission. The partners recognized the importance of having one strong voice supporting Warrensburg legislative and economic issues.

The WEC would like all the partners to show support for the coalition and approve the partnership plan. As the WCVB is part of the City of Warrensburg, we have one voting member (director) serving on the WEC.

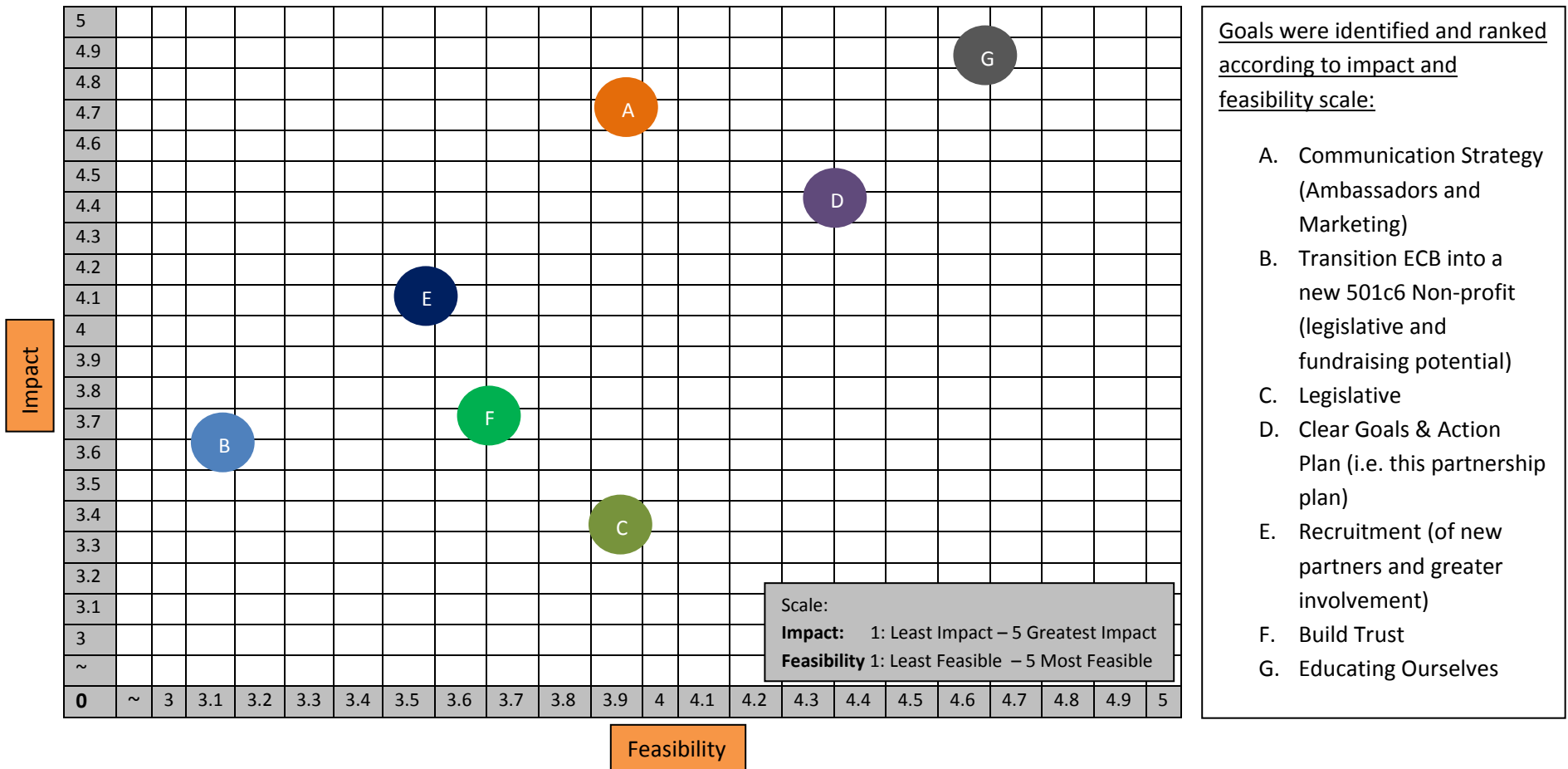
Staff recommends the WCVB Board approve the Warrensburg Economic Coalition plan.

Final

Economic Coordinating Board Partnership Plan

June 27, 2019

Background: The Economic Coordinating Board met for two consecutive sessions on November 15 and December 20, 2018 to begin the process of strategic planning with the help of Georgia Stuart-Simmons, facilitator. Members of the strategic planning process were: Bill Hawley, UCM; Marcy Bryant, WCVB; Tracy Brantner, JCEDC; Drew Lewis, JCEDC; Katie Scully, Main Street; Michelle Hoskins, Main Street; Harold Stewart, City of Warrensburg; Casey Lund, City of Warrensburg; Suzanne Taylor, Chamber of Commerce; Jeremy VanWey, Chamber of Commerce.



Project A: Communications Plan (Marketing)

Purpose of Project: Map out critical steps in developing a communications strategy	Completion Date: 2020
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Members of Planning Group: Bill Hawley, Jason Elkins, & Casey Lund

Critical Steps	Person Responsible	Resources	Information Needed	Time Frame	Indicators (Measures) of Success
1. Research what has been done in the past in respect to marketing or communications	1.a. Katie	1. a. Warrensburg Main Street, Inc.	1.a. Warrensburg Main Street Strategic Plan/Marketing	May 15	Gather information and distribute to the committee for compiling and, then, share with entire ECB.
	1.b. Bill	1.b. UCM partners - Class Project - Marketing Leadership	Strategic Planning Notes and Action Planning Worksheets	May 15	
	1.c. Casey	City	“Made Fresh Daily” - Consultant? - Amount? - Partners?	May 15	
2. Partnership Funding Plan	Casey	Committee	Compile Partner List and Who to Contact Build Coalition	After new ECB entity is formed. Summer/Fall 2019	Ready for the Ask

3. Consultant – Hire professional with pooled funding for more broad based marketing plan	Committee	New ECB organization	Commitment from ECB and Partners Funding in place	2020	Funding in place and ready for RFP to Marketing Consultants
<p>What are the anticipated challenges? Funding</p> <p>How do we deal with them? Transparency and time to share the vision</p>					

Project B: New non-profit formation					
Purpose of Project:					Completion Date:
Members of Planning Group: Drew Lewis/Harold Stewart					Date: 4/15/2019
Critical Steps	Person Responsible	Resources	Information Needed	Time Frame	Indicators (Measures) of Success
1. Discuss proposed 501c6 organization with attorney					Before ECB January 17
2. Distribute summary of Attorney recommendations to the ECB and discuss the name of the organization, purpose, partnership, members and officers etc.					ECB January 17
3. Form 501c6 organization that add and incorporates entities responsible and engaged in the economic betterment of Warrensburg					May 2019
4. New organization will contract for legislative services and be proactive on local, regional, state and federal legislative priorities.					After 2019 Session
What are the anticipated challenges? How do we deal with them?					

Project C: Legislative

Purpose of Project: Completion Date:

Members of Planning Group: *Drew Lewis, Harold Stewart & ECB* Date: 4/15/2019

Critical Steps	Person Responsible	Resources	Information Needed	Time Frame	Indicators (Measures) of Success
1. Organize and implement at least one trip to Jefferson City to communicate with legislators and staff (January is a preferable)	Drew			January 28 – Report at the February 21	One trip completed on 1/28
2. Chamber of Commerce to act as conduit for Contract for Services with Madsen & Wright				ECB January 17	
3. Select three ECB legislative priorities				January 17	
4. Communicate three ECB legislative priorities to Madsen & Wright and legislators during visits. Three priorities selected are: Highway 13/Transportation funding, Funding for Higher Education, and State and Local Sales/Use Tax for Out of State Companies.				Before Feb. 21 meeting	
5. JCEDC to invoice all partner organizations including Main Street				At February 21 meeting	
6. Host Johnson County Legislators Roundtable in Warrensburg with ECB members and Partner organization leadership				Session Wrap-up? And before the Veto Session	

7. New 501c6 organization will contract for legislative services and be proactive on local, regional, state and federal legislative priorities.				After formation and current contract with Madsen & Wright expires (May 2019)	
8. Send regular emails to Legislators					
9. Determine long-term and short-term objectives such as discuss the value and type of periodic legislative communications with ECB					
What are the anticipated challenges? How do we deal with them?					

Project D: Clear Goals & Action Plan					
Purpose of Project: Define Action Plan Steps, Accountability, Performance Measures and Individual Board Buy-in				Completion Date: June 20, 2019 (or ECB Regular June Meeting)	
Members of Planning Group: Jill Purvis & Tracy Brantner				Date: December 20, 2018	
Critical Steps	Person Responsible	Resources	Information Needed	Time Frame	Indicators (Measures) of Success
1. Hold a "Review of the Economic Coordinating Board" such as representation, attendance, past successes and other member aspects.	Barb/Tracy	Barb's Knowledge of organization's history	ECB written documents such as past successes and other materials – defining the partner organizations and ECB's purpose	January 17, 2019	Completion of the "orientation-type" session for long-time and recent members
2. With the information from the	Barb, Michelle,		Strategic Planning Notes	Jan 3 & 10	Draft #1 Action

strategic planning session, draft an ECB Action Plan	Tracy		and Action Planning Worksheets		Plan Reviewed
3. Present Draft #1 Action Plan to the ECB for review and markup. Seek input on Accountability, performance measures and timelines.	Michelle, Tracy	Copies of Draft Action Plan. Input from all the ECB members	Michelle’s ideas for a cool plan name. Perhaps reach out to the Communication’s committee to come up with a cool plan name?	February 21 Hand-deliver to EDB members not in attendance Deadline for Committee / ECB member input is COB 3/15	Distribute Draft #1 of the Action Plan and seek input. Homework for the Committees/ECB members on performance measures and other priorities
4. Incorporate 3/15 input into the Draft #2 of the Action Plan to ECB for review and markup of Accountability, performance measures and timelines.	Barb, Michelle, Tracy	Copies of Draft #2 Action Plan including Accountability, performance measures		At ECB on March 21, 2019, Copies of Draft #2 Action Plan including proposed Accountability, performance measures	Draft #2 Action Plan, accountability, performance measures and timelines is completed for review & markup (aka Strategic Plan)
5. Final Draft of the Action Plan to ECB for recommendation of approval to individual Econ. Dev. Partner Boards.	Michelle, Tracy	Copies of Final Draft of the (ECB Strategic Plan – Name?) complete with Action items, accountability, performance measures, and timelines		May 16, 2019 ECB Meeting - Seek signatures of commitment by each Board to include 2 years of member representation on the ECB. June 20, 2019	Distribute Final Draft of ECB Strategic Plan – Name? submitted to individual Econ. Dev. Partner Boards for review, discussion and “approval, “support” and commitment ECB Strategic Plan is completed and
6. Strategic Plan presented with all	Michelle, Tracy	Copies of the			

approving organizations in support 7. Implement a 30/30 agenda following adoption of the Partnership Plan 8. Remain an active Committee to ensure continuous Partnership Plan tracking and follow-thru		approved Strategic Plan document for final adoption by the ECB			approved. Signatures of commitment by each Board to include 2 years of member representation on the ECB are secured.
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What are the anticipated challenges? Consistency of ECB members over the months needed to plan.

How do we deal with them? Work with ECB members and individual Board Presidents or designated representatives to attempt to maintain consistent membership and direction.

E. Recruitment (of new partners and greater involvement):

Responsibility: After discussion, this item was determined to be an outcome of other ECB work items and, therefore, each committee/member should keep the following priorities in mind. Perhaps it was added to the Communications Strategy Committee?

Priorities	Timeline	Measures of Success
1. Realistic Recruitment of new members		
2. Identify additional partners		
3. Expand involvement		

F. Build Trust Among Partners:

Responsibility: After discussion, this item was determined to be an organic outcome of ECB members working together on common goals and action items.

Priorities		
1. Build trust among partners		

Project E: Educating ourselves

Purpose of Project: Visit communities, fact based community information, identify support and local efforts. Action Plan Completion Date: March 15, 2019

Members of Planning Group: Marcy Bryant, Suzanne Taylor, Jeremy VanWey, Stephen Mukembo, and Tracy Brantner Date: May 30, 2019

Critical Steps	Person(s) Responsible	Resources	Information Needed	Timeline	Measure of Success
Identify and visit model communities for benchmarking, including borrowing ideas to adapt to our community.	Jeremy, Suzanne and Marcy			Two field trips per year	Number of model communities identified and visited Number of Ideas/ initiatives borrowed/ adapted to our community Successful outcomes attributed to the borrowed ideas
Fact-based, consistent, information on issues, demographics, resources and partners.	Jeremy, Suzanne, Marcy, Tracy, and Stephen	Census Retail Coach Economic Development All things MO		Annually	Inventory, present and/or distribute economic data, resources and partners.
Highlight a member agency at each ECB meeting and literature on purpose of group as well as breakdown on each partner's information.	Suzanne	Partners to present in the order shown on agenda		Monthly	For all WEC members to be able to exhibit basic knowledge of each partner's organization
Consider the value and type of email updates between ECB meetings on important topics.	Marcy	Outlook and Constant Contact			The partners will be better informed with factual and consistent information concerning current topics
Encourage and communicate other educational opportunities.	Marcy, Jeremy & Suzanne	CLIMB CLIMB High Leadership Missouri Leadership in Practice Manufacturing Day			Participation in Leadership MO and CLIMB, LIP and Manufacturing Day

Define topics/trainers for and host a "Practice being Ready for Development" training session(s)	Tracy			Annually	
What are the anticipated challenges? How do we deal with them?					

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Representatives of the Warrensburg Economic Coalition (WEC), formerly known as the Economic Coordinating Board, have adopted this Partnership Plan and shall work diligently toward the accomplishment of the Plan and act to:

1. Support the WEC Mission and Vision
2. Participate regularly in WEC meetings, programs and activities
3. Inform WEC Partners of your agency's services and available resources
4. Ensure compliance with standards of confidentiality and privacy rights in all WEC-related communications
5. Take an active role in raising awareness of WEC and its activities and initiatives
6. Provide resources to support WEC (as your organization is able)
7. Adhere to consensus-based decision making approach
8. Disclose any potential Conflicts of Interest your agency or agency representatives may have to appropriate WEC representatives

Signature	Date	Signature	Date
Harold Stewart, City of Warrensburg		Casey Lund, City of Warrensburg	
Suzanne Taylor, Warrensburg Area Chamber of Commerce		Jeremy VanWey, Warrensburg Area Chamber of Commerce	
Jill Purvis, Warrensburg Main Street Inc.		Jason Elkins, Warrensburg Main Street Inc.	
Tracy E. Brantner, Johnson Co. Economic Dev. Corp.		Drew Lewis, Johnson Co. Economic Dev. Corp.	
Bill Hawley, University of Central Missouri		Marcy Bryant, Warrensburg Convention and Visitors Bureau	
Diane Thompson, Johnson County		Dr. Scott Patrick, Warrensburg R-VI School District	
Darinda J. Reberry, Western Missouri Medical Center		_____ Whiteman Air Force Base?	

WCVB Board Meeting: August 2019

Item: Bylaws

The WCVB Bylaws need to be revised to reflect our new address at 407A East Russell Avenue, Suite 2. The 4th Revised Bylaws state the principal address is our former location at 200 S. Holden.

Staff recommends the WCVB Board revise the WCVB bylaws to reflect the address change in Article II, Office, Records, Seal. Section 1: Principal Office.

Old: 200 S. Holden

Revised: 407A East Russell Avenue, Ste. 2

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~~, 407A East Russell Avenue, Suite 2 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 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 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 14th day of June, 2018

Cliff Gower, Vice President

Attest:

Tammy Leavy, Secretary