



Warrensburg Convention and Visitors Bureau **Board Meeting**

October 13, 2022 10:00 AM Central Time (US and Canada)

Warrensburg Municipal Center, 200 S Holden, Warrensburg, MO 64093

1. Board Photo  
\*\*Taken Prior to the Call to Order\*\*
2. Call To Order  
Tom Koenigsfeld, President
3. Roll Call  
Marcy Barnhart, Tourism Director
4. Adopt Agenda
5. Minutes Of Prior Meeting  
Marcy Barnhart, Tourism Director

Documents:

[MINUTES 09082022.PDF](#)

6. Financial Report  
Marcy Barnhart, Tourism Director

Documents:

[BUDGET REPORT OCT 2022 FY 21-22.PDF](#)  
[BUDGET REPORT OCT 2022 FY 22-23.PDF](#)

7. Order Of Business: City Of Warrensburg And WCVB Annual Agreement  
Marcy Barnhart, Tourism Director

Documents:

[DIRECTORS NOTES WCVB AND CITY CONTRACT FOR SERVICES .PDF](#)

8. Order Of Business: KPM Letter Of Engagement  
Marcy Barnhart, Tourism Director

Documents:

[KPM LETTER OF ENGAGEMENT.PDF](#)  
[DIRECTORS NOTES KPM LETTER OF ENGAGEMENT .PDF](#)

9. Order Of Business: Budget Revision  
Marcy Barnhart, Tourism Director

Documents:

[DIRECTORS NOTES BUDGET REVISION PERSONNEL .PDF](#)

10. WCVB Strategic Plan Update  
Marcy Barnhart, Tourism Director

11. Directors Report  
Marcy Barnhart, Tourism Director

Documents:

[10112022 WCVB DIRECTORS REPORT .PDF](#)

12. Appearances By The Public
13. City Of Warrensburg Update  
Jim Kushner, City of Warrensburg Mayor

Danielle Dulin, City Manager

14. Board Comments  
WCVB Board Members
15. Other Business  
Marcy Barnhart, Tourism Director

WCVB Board

Upcoming Board Meetings:

- o Thursday, November 10, 2022 10 am via Zoom

# Warrensburg Convention & Visitors Bureau Minutes

Via Zoom

10 a.m. Thursday, September 8, 2022

A meeting of the Warrensburg Convention and Visitors Bureau was held by Zoom on Thursday, September 8, 2022 at 10:08 a.m. with Treasurer Diane Whitworth presiding.

Roll was called as follows:

Present: Kelly Brooks, Ginny McTighe, Dana Phelps, Diane Thompson and Diane Whitworth; exofficio member Danielle Foster

Absent: Tom Koenigsfeld and Scott Thomason; exofficio members Jim Kushner and Danielle Dulin,

The adoption of the agenda was considered. Brooks made a motion to adopt the agenda as presented. The motion was seconded by McTighe. Motion passed.

Minutes of the August 11, 2022 WCVB Board meeting were considered. McTighe made a motion to approve the meeting minutes as presented. The motion was seconded by Brooks. Motion passed.

Financial report was provided by the WCVB director.

As of September 6, 2022, 94% of budgeted expenses have been incurred.

As of September 6, 2022, the total lodging tax posted for FY 21-22 is \$255,044. Total revenue (lodging tax and grants) posted as of the meeting date is \$305,965 (73%).

Board was asked to note August transfers had not been posted as of the date of the report. The financial report reflects the budget revisions approved October 14, 2021 for FY 21-22.

The WCVB director presented the FY 2021-2022 Revised WCVB Budget and the FY 2022-2023 WCVB Budget.

FY 2021-2022 Revised Budget approved August 11, 2022, did not have an entry under revenue for a stipend for a conference registration in the amount of \$250. Staff presented the revision to the board for approval to the FY 2021-2022 Revised Budget. Whitworth made a motion to amend the budget to include the missing revenue item (830-59910 Claims/Reimbursement in the amount of \$250). The motion was seconded by McTighe. Motion passed.

FY 2022-2023 Budget approved August 11, 2022, needed to expense amounts rounded up to the nearest tenth as per City of Warrensburg Finance Director Marcella McCoy and a longevity payment of \$60 for the tourism director added to expenses. The rounding did not impact the overall budget for revenue or expense allowing it to be a balanced budget. Total revenue remained \$422,750 and total expense remained \$422,750.

Accounts impacted were Wages Full-Time 830-611-1101 rounded to \$73,050, Insurance Health 830-611-2302 rounded to \$10,130 and Advertising 830-611-5601 rounded and decreased by \$60. Brooks made a motion to approve the FY 2022-2023 budget with the revisions as presented. The motion was seconded by McTighe. Motion passed.

The board discussed the WCVB Board meeting schedule for 2023. The board decided in consensus to continue the format used in 2022 with holding in-person meetings quarterly (January, April, July and October) and the remaining monthly meetings via Zoom. The board will continue to meet the second Thursday of the month at 10 a.m.

The WCVB director provided an update on the WCVB's strategic plan.

The WCVB director's report was given. The director discussed upcoming projects and meetings. An update on the WCVB grant program and the Missouri Division of Tourism grant program (2021-2022 and 2022-2023) was provided. The WCVB will be utilizing a grant offered by Missouri Division of Tourism to convert our dashboard to Google Analytics 4. The grant pays 100% of the expense with Madden Media. The Board was updated on the status of the part time position. They were reminded of important upcoming dates. The director presented screenshots of the recent promotion of Old Drum (Show-Me Missouri magazine cover, Stuckey's Roadside Landmark's blog, and Phillips 66 Facebook post).

The Board was reminded of the Board meeting schedule.

No other items were presented.



# Budget Report

## Account Summary

For Fiscal: 2021-2022 Period Ending: 09/30/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 830 - WCVB TOURISM BUREAU</b>							
<b>Revenue</b>							
<a href="#">830-51905</a>	TAXES - LODGING	250,000.00	320,000.00	0.00	356,273.90	36,273.90	111.34 %
<a href="#">830-52200</a>	GRANTS - STATE	25,000.00	70,000.00	0.00	69,925.49	-74.51	0.11 %
<a href="#">830-55175</a>	RENTALS	0.00	10,000.00	0.00	10,000.00	0.00	0.00 %
<a href="#">830-57105</a>	INTEREST ON DEPOSITS	4,000.00	4,000.00	0.00	6,851.44	2,851.44	171.29 %
<a href="#">830-57120</a>	EARNINGS CREDIT	600.00	600.00	0.00	616.30	16.30	102.72 %
<a href="#">830-59910</a>	CLAIMS / REIMBURSEMENTS	0.00	250.00	0.00	250.00	0.00	0.00 %
	<b>Revenue Total:</b>	<b>279,600.00</b>	<b>404,850.00</b>	<b>0.00</b>	<b>443,917.13</b>	<b>39,067.13</b>	<b>9.65 %</b>
<b>Expense</b>							
<a href="#">830-611-1101</a>	WAGES	55,000.00	63,500.00	0.00	66,177.57	-2,677.57	-4.22 %
<a href="#">830-611-1102</a>	WAGES - PART TIME	13,800.00	9,160.00	0.00	5,835.35	3,324.65	36.30 %
<a href="#">830-611-2101</a>	FICA TAXES	5,400.00	5,400.00	0.00	5,443.17	-43.17	-0.80 %
<a href="#">830-611-2201</a>	RETIREMENT - LAGERS	3,290.00	4,705.00	0.00	4,896.73	-191.73	-4.08 %
<a href="#">830-611-2301</a>	INSURANCE - DENTAL	840.00	840.00	0.00	831.12	8.88	1.06 %
<a href="#">830-611-2302</a>	INSURANCE - HEALTH	7,000.00	7,500.00	0.00	7,456.14	43.86	0.58 %
<a href="#">830-611-2304</a>	INSURANCE - LIFE	130.00	150.00	0.00	150.24	-0.24	-0.16 %
<a href="#">830-611-2305</a>	INSURANCE - SHORT TERM DISABIL	180.00	193.00	0.00	191.60	1.40	0.73 %
<a href="#">830-611-2306</a>	INSURANCE - LONG TERM DISABILI	130.00	152.00	0.00	151.59	0.41	0.27 %
<a href="#">830-611-2401</a>	WORKER'S COMPENSATION	100.00	141.00	0.00	148.19	-7.19	-5.10 %
<a href="#">830-611-4102</a>	CLOTHING	500.00	500.00	0.00	283.99	216.01	43.20 %
<a href="#">830-611-4103</a>	COMPUTER SUPPLIES	2,000.00	200.00	0.00	72.61	127.39	63.70 %
<a href="#">830-611-4107</a>	MAINTENANCE & REPAIR SUPPLIES	1,500.00	102,500.00	0.00	23,301.86	79,198.14	77.27 %
<a href="#">830-611-4108</a>	MEETING SUPPLIES	500.00	250.00	0.00	0.00	250.00	100.00 %
<a href="#">830-611-4109</a>	OFFICE SUPPLIES	1,500.00	1,500.00	0.00	976.28	523.72	34.91 %
<a href="#">830-611-4114</a>	SOFTWARE	2,000.00	3,000.00	0.00	2,544.99	455.01	15.17 %
<a href="#">830-611-4117</a>	FOOD	200.00	700.00	0.00	600.03	99.97	14.28 %
<a href="#">830-611-4199</a>	SUPPLIES NON - CATEGORIZED	4,500.00	5,000.00	0.00	6,015.88	-1,015.88	-20.32 %
<a href="#">830-611-5101</a>	UTILITY - ELECTRIC	2,250.00	2,000.00	0.00	1,245.47	754.53	37.73 %
<a href="#">830-611-5102</a>	UTILITY - GAS	1,500.00	1,000.00	0.00	647.75	352.25	35.23 %
<a href="#">830-611-5103</a>	UTILITY - WATER	300.00	300.00	0.00	264.38	35.62	11.87 %
<a href="#">830-611-5106</a>	UTILITY - TELEPHONE	720.00	720.00	0.00	720.00	0.00	0.00 %
<a href="#">830-611-5107</a>	UTILITY - DATA ACCESS	1,500.00	900.00	0.00	894.84	5.16	0.57 %
<a href="#">830-611-5109</a>	UTILITY - SEWER	300.00	300.00	0.00	250.88	49.12	16.37 %
<a href="#">830-611-5202</a>	CONSULTING	5,000.00	0.00	0.00	0.00	0.00	0.00 %
<a href="#">830-611-5203</a>	FINANCIAL SERVICES	1,200.00	1,450.00	0.00	1,492.38	-42.38	-2.92 %
<a href="#">830-611-5206</a>	LEGAL SERVICES	500.00	500.00	0.00	362.50	137.50	27.50 %
<a href="#">830-611-5209</a>	RENT / LEASE	16,000.00	10,800.00	0.00	9,589.35	1,210.65	11.21 %
<a href="#">830-611-5299</a>	CONTRACTUAL NON CATEGORIZED	8,800.00	7,000.00	0.00	6,768.18	231.82	3.31 %
<a href="#">830-611-5301</a>	PROPERTY INSURANCE	2,000.00	4,209.00	0.00	4,209.00	0.00	0.00 %
<a href="#">830-611-5401</a>	TRAVEL - MEALS	0.00	100.00	0.00	36.40	63.60	63.60 %
<a href="#">830-611-5402</a>	MILEAGE	200.00	1,000.00	0.00	1,131.14	-131.14	-13.11 %
<a href="#">830-611-5403</a>	TRAVEL - ROOMS	500.00	400.00	0.00	284.30	115.70	28.93 %
<a href="#">830-611-5404</a>	SCHOOLS AND SEMINARS	750.00	750.00	0.00	885.00	-135.00	-18.00 %
<a href="#">830-611-5501</a>	DUES AND MEMBERSHIPS	1,500.00	2,000.00	0.00	1,572.24	427.76	21.39 %
<a href="#">830-611-5601</a>	ADVERTISING	104,000.00	147,850.00	0.00	120,149.86	27,700.14	18.74 %
<a href="#">830-611-5602</a>	POSTAGE	460.00	250.00	0.00	140.03	109.97	43.99 %
<a href="#">830-611-5603</a>	PRINTING AND BINDING	4,500.00	4,500.00	0.00	4,100.67	399.33	8.87 %
<a href="#">830-611-5604</a>	SHOWS/ EXPO/ EVENTS EXPENSES	0.00	650.00	0.00	150.00	500.00	76.92 %
<a href="#">830-611-5699</a>	COMMUNICATION- NON CATEGORIZ...	1,500.00	1,200.00	0.00	1,158.15	41.85	3.49 %
<a href="#">830-611-5904</a>	EMPLOYMENT	50.00	50.00	0.00	0.00	50.00	100.00 %
<a href="#">830-611-5999</a>	SERVICES - NON CATEGORIZED	12,500.00	10,000.00	0.00	10,439.41	-439.41	-4.39 %

Budget Report

For Fiscal: 2021-2022 Period Ending: 09/30/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<a href="#">830-611-6101</a> BUILDINGS	0.00	200,000.00	0.00	199,196.10	803.90	0.40 %
<a href="#">830-611-9301</a> COMMUNITY AGREEMENTS	15,000.00	7,000.00	0.00	2,500.00	4,500.00	64.29 %
<b>Expense Total:</b>	<b>279,600.00</b>	<b>610,320.00</b>	<b>0.00</b>	<b>493,265.37</b>	<b>117,054.63</b>	<b>19.18 %</b>
<b>Fund: 830 - WCVB TOURISM BUREAU Surplus (Deficit):</b>	<b>0.00</b>	<b>-205,470.00</b>	<b>0.00</b>	<b>-49,348.24</b>	<b>156,121.76</b>	<b>75.98 %</b>
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>-205,470.00</b>	<b>0.00</b>	<b>-49,348.24</b>	<b>156,121.76</b>	<b>75.98 %</b>

## Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 830 - WCVB TOURISM BUREAU</b>						
Revenue	279,600.00	404,850.00	0.00	443,917.13	39,067.13	9.65 %
Expense	279,600.00	610,320.00	0.00	493,265.37	117,054.63	19.18 %
<b>Fund: 830 - WCVB TOURISM BUREAU Surplus (Deficit):</b>	<b>0.00</b>	<b>-205,470.00</b>	<b>0.00</b>	<b>-49,348.24</b>	<b>156,121.76</b>	<b>75.98 %</b>
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>-205,470.00</b>	<b>0.00</b>	<b>-49,348.24</b>	<b>156,121.76</b>	<b>75.98 %</b>

**Fund Summary**

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
830 - WCVB TOURISM BUREAU	0.00	-205,470.00	0.00	-49,348.24	156,121.76
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>-205,470.00</b>	<b>0.00</b>	<b>-49,348.24</b>	<b>156,121.76</b>





# Budget Report

## Account Summary

For Fiscal: 2022-2023 Period Ending: 10/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 830 - WCVB TOURISM BUREAU</b>							
<b>Revenue</b>							
<a href="#">830-51905</a>	TAXES - LODGING	350,000.00	350,000.00	0.00	0.00	-350,000.00	100.00 %
<a href="#">830-52200</a>	GRANTS - STATE	68,750.00	68,750.00	0.00	0.00	-68,750.00	100.00 %
<a href="#">830-55190</a>	MERCHANDISE	1,500.00	1,500.00	0.00	0.00	-1,500.00	100.00 %
<a href="#">830-57105</a>	INTEREST ON DEPOSITS	2,000.00	2,000.00	0.00	0.00	-2,000.00	100.00 %
<a href="#">830-57120</a>	EARNINGS CREDIT	500.00	500.00	0.00	0.00	-500.00	100.00 %
	<b>Revenue Total:</b>	<b>422,750.00</b>	<b>422,750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-422,750.00</b>	<b>100.00 %</b>
<b>Expense</b>							
<a href="#">830-611-1101</a>	WAGES	73,050.00	73,050.00	0.00	0.00	73,050.00	100.00 %
<a href="#">830-611-1102</a>	WAGES - PART TIME	24,500.00	24,500.00	0.00	0.00	24,500.00	100.00 %
<a href="#">830-611-1105</a>	WAGES - SUPPLEMENTAL	1,260.00	1,260.00	0.00	0.00	1,260.00	100.00 %
<a href="#">830-611-2101</a>	FICA TAXES	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00 %
<a href="#">830-611-2201</a>	RETIREMENT - LAGERS	4,750.00	4,750.00	0.00	0.00	4,750.00	100.00 %
<a href="#">830-611-2301</a>	INSURANCE - DENTAL	840.00	840.00	0.00	0.00	840.00	100.00 %
<a href="#">830-611-2302</a>	INSURANCE - HEALTH	10,130.00	10,130.00	0.00	0.00	10,130.00	100.00 %
<a href="#">830-611-2304</a>	INSURANCE - LIFE	150.00	150.00	0.00	0.00	150.00	100.00 %
<a href="#">830-611-2305</a>	INSURANCE - SHORT TERM DISABIL	200.00	200.00	0.00	0.00	200.00	100.00 %
<a href="#">830-611-2306</a>	INSURANCE - LONG TERM DISABILI	160.00	160.00	0.00	0.00	160.00	100.00 %
<a href="#">830-611-2401</a>	WORKER'S COMPENSATION	170.00	170.00	0.00	0.00	170.00	100.00 %
<a href="#">830-611-4102</a>	CLOTHING	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">830-611-4103</a>	COMPUTER SUPPLIES	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
<a href="#">830-611-4107</a>	MAINTENANCE & REPAIR SUPPLIES	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">830-611-4108</a>	MEETING SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">830-611-4109</a>	OFFICE SUPPLIES	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">830-611-4114</a>	SOFTWARE	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00 %
<a href="#">830-611-4117</a>	FOOD	850.00	850.00	0.00	0.00	850.00	100.00 %
<a href="#">830-611-4199</a>	SUPPLIES NON - CATEGORIZED	42,500.00	42,500.00	0.00	0.00	42,500.00	100.00 %
<a href="#">830-611-5101</a>	UTILITY - ELECTRIC	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
<a href="#">830-611-5102</a>	UTILITY - GAS	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00 %
<a href="#">830-611-5103</a>	UTILITY - WATER	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">830-611-5106</a>	UTILITY - TELEPHONE	1,720.00	1,720.00	0.00	0.00	1,720.00	100.00 %
<a href="#">830-611-5107</a>	UTILITY - DATA ACCESS	1,800.00	1,800.00	0.00	0.00	1,800.00	100.00 %
<a href="#">830-611-5109</a>	UTILITY - SEWER	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">830-611-5201</a>	AUDIT SERVICES	600.00	600.00	0.00	0.00	600.00	100.00 %
<a href="#">830-611-5202</a>	CONSULTING	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00 %
<a href="#">830-611-5203</a>	FINANCIAL SERVICES	1,400.00	1,400.00	0.00	0.00	1,400.00	100.00 %
<a href="#">830-611-5206</a>	LEGAL SERVICES	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">830-611-5299</a>	CONTRACTUAL NON CATEGORIZED	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
<a href="#">830-611-5301</a>	PROPERTY INSURANCE	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00 %
<a href="#">830-611-5401</a>	TRAVEL - MEALS	200.00	200.00	0.00	0.00	200.00	100.00 %
<a href="#">830-611-5402</a>	MILEAGE	550.00	550.00	0.00	0.00	550.00	100.00 %
<a href="#">830-611-5403</a>	TRAVEL - ROOMS	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">830-611-5404</a>	SCHOOLS AND SEMINARS	750.00	750.00	0.00	0.00	750.00	100.00 %
<a href="#">830-611-5501</a>	DUES AND MEMBERSHIPS	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">830-611-5601</a>	ADVERTISING	112,070.00	112,070.00	0.00	0.00	112,070.00	100.00 %
<a href="#">830-611-5602</a>	POSTAGE	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">830-611-5603</a>	PRINTING AND BINDING	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00 %
<a href="#">830-611-5604</a>	SHOWS/ EXPO/ EVENTS EXPENSES	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
<a href="#">830-611-5699</a>	COMMUNICATION- NON CATEGORIZ...	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
<a href="#">830-611-5904</a>	EMPLOYMENT	100.00	100.00	0.00	0.00	100.00	100.00 %
<a href="#">830-611-5999</a>	SERVICES - NON CATEGORIZED	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %

**Budget Report**

**For Fiscal: 2022-2023 Period Ending: 10/31/2022**

	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>	<b>Percent Remaining</b>
<a href="#">830-611-9301</a> COMMUNITY AGREEMENTS	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00 %
<b>Expense Total:</b>	<b>422,750.00</b>	<b>422,750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>422,750.00</b>	<b>100.00 %</b>
<b>Fund: 830 - WCVB TOURISM BUREAU Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>

**Group Summary**

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 830 - WCVB TOURISM BUREAU</b>						
Revenue	422,750.00	422,750.00	0.00	0.00	-422,750.00	100.00 %
Expense	422,750.00	422,750.00	0.00	0.00	422,750.00	100.00 %
<b>Fund: 830 - WCVB TOURISM BUREAU Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 %</b>

### Fund Summary

<b>Fund</b>	<b>Original Total Budget</b>	<b>Current Total Budget</b>	<b>Period Activity</b>	<b>Fiscal Activity</b>	<b>Variance Favorable (Unfavorable)</b>
830 - WCVB TOURISM BUREAU	0.00	0.00	0.00	0.00	0.00
<b>Report Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## **WCVB Board Meeting**

**Meeting:** October 13, 2022

**Item:** WCVB & City of Warrensburg Annual Contract for Services 2022-2023

### **Overview:**

The 2022-2023 contract between the WCVB and City of Warrensburg is included in the meeting packet. The contract is renewed annually. The contract will be presented to Council at an upcoming meeting for approval. City staff is not recommending any revisions to the contract.

No revisions are requested by WCVB staff. The City has been very supportive of the WCVB. I continue to see our relationship get stronger and stronger with each project. With limited resources, we are able to accomplish most projects and our day-to-day operations because of the City's support with equipment, staff resources and more.

### **Staff Recommendation:**

Staff recommends the WCVB Board approve the WCVB president and secretary to sign the contract for services with the City of Warrensburg on behalf of the WCVB.



September 1, 2022

Marcy Barnhart  
Warrensburg Convention & Visitors Bureau Inc  
102 S Holden St  
Warrensburg, Missouri 64093

Dear Marcy:

We appreciate the opportunity to work with you. This letter is to confirm and specify the terms of our engagement and to clarify the nature and limitations of the services we will provide.

We will prepare federal and state information returns, if required, for the year ended September 30, 2022. We will provide you with instructions for mailing returns and for payment of taxes due. However, management has the responsibility for timely adherence to these instructions. This engagement letter does not cover the preparation of any tax returns not listed or any financial statements, which, if we are to provide, will be covered under a separate engagement letter.

A variety of taxes exist such as sales tax, property tax, highway-use taxes, to name a few. Various government agencies have promulgated regulations affecting most businesses, such as the Labor Relations Board and the agencies enforcing safety, energy and ecology laws. Unless specifically requested, the scope of this engagement is not designed to investigate your compliance.

You are responsible for the safeguarding of assets, the proper recording of transactions in the books of accounts, the substantial accuracy of the financial records, and the full and accurate disclosure of all relevant facts affecting the return(s) to us. You also have final responsibility for the tax return and, therefore, the appropriate personnel should review the return carefully before an authorized person signs and files it.

You are responsible for assuming all management responsibilities, and for overseeing any services we provide by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services.

You represent that the information you are supplying to us is accurate and complete to the best of your knowledge and that you have disclosed to us all relevant facts affecting the returns. We will not verify the information you give us; however, we may ask for additional clarification of some information.

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500 W. Main Street, Suite 200 Branson, MO 65616 | 417-334-2987 | fax 417-336-3403

Member of The Leading Edge Alliance

Marcy Barnhart  
Warrensburg Convention & Visitors Bureau Inc  
September 1, 2022  
Page Two

If, during our work, we discover information that affects prior-year tax returns, we will make you aware of the facts. However, we cannot be responsible for identifying all items that may affect prior-year returns. If you become aware of such information during the year, please contact us to discuss the best resolution of the issue. We will be happy to prepare appropriate amended returns as a separate engagement.

Our work in connection with the preparation of the tax return(s) does not include any procedures designed to discover defalcations or other irregularities, should any exist. The returns will be prepared solely from information provided to us without verification by us.

By executing this engagement letter, you consent to KPM using your tax return information to send to you by any medium: firm newsletters, surveys, press releases, information concerning firm seminars and non-tax related services, and any other communication sent to some or all of the firm's clients. This consent shall be valid for five years. The disclosure will include the disclosure of the entire federal information tax return, and you acknowledge, by signing this engagement letter, that you have the right to consent to a disclosure of less than the entire tax return, but have decided, without coercion, that you consent to the disclosure of the entire tax return. This consent is not conditioned on our providing services to you. In accordance with federal law, in no case will we disclose your tax return information to any location outside the United States, to another tax return preparer outside of our firm for purposes of a second opinion, or to any other third party for any purpose other than to prepare your return without first receiving your consent.

The Internal Revenue Code and regulations impose preparation and disclosure standards with noncompliance penalties on both the preparer of a tax return and on the taxpayer. To avoid exposure to these penalties, it may be necessary in some cases to make certain disclosures to you and/or in the tax return concerning positions taken on the return that do not meet these standards. Accordingly, we will advise you if we identify such a situation, and we will discuss those tax positions that may increase the risk of exposure to penalties and any recommended disclosures before completing the preparation of the return. If we conclude that we are obligated to disclose a position and you refuse to permit disclosure, we reserve the right to withdraw from the engagement. Likewise, where we disagree about the obligation to disclose a position, you also have the right to choose another professional to prepare your return. In either event, you agree to compensate us for our services to the date of the withdrawal. Our engagement with you will terminate upon our withdrawal.

The IRS permits you to authorize us to discuss, on a limited basis, aspects of your return for one year after the return's due date. Your consent to such a discussion is evidenced by checking a box on the return. Unless you tell us otherwise, we will check that box authorizing the IRS to discuss your return with us.

It is our policy to keep records related to this engagement for seven years. However, we do not keep any of your original records, so we will return those to you upon the completion of the engagement. When records are returned to you, it is your responsibility to retain and protect the records for possible future use, including potential examination by governmental or regulatory agencies. By signing this engagement letter, you acknowledge and agree that upon the expiration of the seven year period, we are free to destroy our records related to this engagement.

Marcy Barnhart  
Warrensburg Convention & Visitors Bureau Inc  
September 1, 2022  
Page Three

Certain communications involving tax advice are privileged and not subject to disclosure to the IRS. By disclosing the contents of those communications to anyone, or by turning over information about those communications to the government, you, your employees, or agents may be waiving this privilege. To protect this right to privileged communication, please consult with us or your attorney prior to disclosing any information about our tax advice. Should you decide that it is appropriate for us to disclose any potentially privileged communication, you agree to provide us with written, advance authority to make that disclosure.

Should we receive any request for the disclosure of privileged information from any third party, including a subpoena or IRS summons, we will notify you. In the event you direct us not to make the disclosure, you agree to hold us harmless from any expenses incurred in defending the privilege, including, by way of illustration only, our attorney's fees, court costs, outside adviser's costs, or penalties or fines imposed as a result of your asserting the privilege or your direction to us to assert the privilege.

The return(s) may be selected for review by the taxing authorities. In the event of an audit, you may be requested to produce documents, records, or other evidence to substantiate the items of income and deduction shown on a tax return. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of a tax examination, we will be available, upon request, to represent you. However, such additional services are not included in our fees for the preparation of the tax return(s).

Based upon our discussions, the fee for the above services should not exceed \$2,100. This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you before we incur the additional costs. All invoices are payable upon receipt. Amounts not paid within 45 days from the invoice date will be subject to a service charge of 1% per month.

In the event of a dispute related in any way to our services, our firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorneys' fees and mediation cost. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation to determine the prevailing party's identity for awarding attorneys' fees.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement.



Marcy Barnhart  
Warrensburg Convention & Visitors Bureau Inc  
September 1, 2022  
Page Four

In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information. We have the right to withdraw from this engagement, in our discretion, if you do not provide us with any information we request in a timely manner, refuse to cooperate with our reasonable requests or misrepresent any facts. Our withdrawal will release us from any obligation to complete your return and will constitute completion of our engagement. You agree to compensate us for our time and out-of-pocket expenses through the date of withdrawal.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions or disagree with any of these terms, please let us know. If you agree with the terms of our engagement as described in this letter, please sign a copy of this letter in the space provided to confirm your understanding, and return it to us.

Sincerely,

*KPM CPAs, PC*

KPM CPAs, PC

Gretchen K. Russell, CPA

The foregoing engagement letter fully describes the services required and is in accordance with our understanding of all matters described therein.

Warrensburg Convention & Visitors Bureau Inc

Date \_\_\_\_\_ By \_\_\_\_\_

Authorized Signature



COPY

September 1, 2022

Marcy Barnhart  
Warrensburg Convention & Visitors Bureau Inc  
102 S Holden St  
Warrensburg, Missouri 64093

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The return(s) may be selected for review by the taxing authorities. In the event of an audit, you may be requested to produce documents, records, or other evidence to substantiate the items of income and deduction shown on a tax return. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of a tax examination, we will be available, upon request, to represent you. However, such additional services are not included in our fees for the preparation of the tax return(s).

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In the event of a dispute related in any way to our services, our firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorneys' fees and mediation cost. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation to determine the prevailing party's identity for awarding attorneys' fees.

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Marcy Barnhart  
Warrensburg Convention & Visitors Bureau Inc  
September 1, 2022  
Page Four

COPY

In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information. We have the right to withdraw from this engagement, in our discretion, if you do not provide us with any information we request in a timely manner, refuse to cooperate with our reasonable requests or misrepresent any facts. Our withdrawal will release us from any obligation to complete your return and will constitute completion of our engagement. You agree to compensate us for our time and out-of-pocket expenses through the date of withdrawal.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions or disagree with any of these terms, please let us know. If you agree with the terms of our engagement as described in this letter, please sign a copy of this letter in the space provided to confirm your understanding, and return it to us.

Sincerely,

*KPM CPAs, PC*

KPM CPAs, PC

Gretchen K. Russell, CPA

The foregoing engagement letter fully describes the services required and is in accordance with our understanding of all matters described therein.

Warrensburg Convention & Visitors Bureau Inc

Date \_\_\_\_\_ By \_\_\_\_\_

Authorized Signature

## **WCVB Board Meeting**

**Meeting:** October 13, 2022

**Item:** KPM Letter of Engagement

### **Overview:**

KPM CPAs and Advisors has the contract to provide audit services for the City of Warrensburg. As per the WCVBs and City's agreement for services, they provide audit services for the WCVB as well. Last year due to changes within the IRS they began providing services for our tax filings. The City Finance department assists them.

The WCVB receives a much-reduced cost of service due to KPM's agreement with the City. They have access to the financial system. KPM has provided a letter of engagement allowing them to file appropriate forms on behalf of the WCVB with the IRS.

The letter has been provided to the City Finance Director for review. They did not note any revisions and recommended it be signed.

### **Staff Recommendation:**

Staff recommends the WCVB Board approve the WCVB tourism director to sign the letter of engagement on behalf of the WCVB.

## WCVB Board Meeting

**Meeting:** October 13, 2022

**Item:** Budget Revision

### Overview:

Reviewing the applicants for the WCVBs part time positions, we had strong candidates in two areas: Office Administration (avg. 24 hours/week) and social media (avg. 20 hours/week). After the last almost two months of not having an individual in this position, I can see it really needs to be two positions. One employee will focus on the Visitor Center and the other will focus on social media. To do social media, one must be out and about and not behind a desk. The support behind the desk is also so critical to the Visitor Center being open and running efficiently.

Both positions will cross train to assist when one is out of the office or when a big group comes in, we will all work together!

To hire two part time team members, the FY 2022-2023 budget will need to be revised. The current budget allows for one part time hiring and an internship. The internship being offered by the WCVB would no longer be a paid internship.

Part Time Originally Budgeted:	\$24,500	Revise: \$33,000	Increase: \$8,500
FICA Originally Budgeted:	\$7,500	Revise: \$8,250	Increase: \$750
WC Originally Budgeted:	\$140	Revise: \$200	Increase \$60

**Total Increase of Budget: \$9,310**

### Staff Recommendation:

Staff recommends the WCVB Board approve the budget revision allowing an additional team member to be hired.

**WCVB DIRECTOR'S REPORT**  
Marcy Barnhart, Director of Tourism  
October 11, 2022

**WCVB Grant Program and Sponsorships**

The WCVB Community Support Committee is working to get a meeting scheduled to discuss the 2022-2023 grant program.

The committee will discuss sponsorships and the criteria for a sponsorship. The funding for sponsorships is very limited, but as this is tax funds, the WCVB needs to have criteria to ensure funds are assisting with the WCVB's mission and it meets the requirements of the Missouri State Statue RSMo. 67.1003.

**Communication Coordinator Position Update**

Approximately 30 applications were received. A big thank you to the City's Human Resources team for their help throughout this process. Four interviews were conducted. Sam Schleicher, UCM Integrated Marketing Specialist, and Kathy Henson, City of Warrensburg HR Assistant, served on the interview panel.

MaKhi Thurman has accepted the offer of employment. MaKhi is a junior at UCM majoring in public relations. He is currently working on the onboarding process with the City of Warrensburg HR team.

**Warrensburg Arts Commission Piece**

The piece has been delivered and will be presented to the Board at the October board meeting. City Council members were provided a piece at their Council meeting on October 10, 2022. They were available at the City of Warrensburg booth at Burg Fest.

**Burg Fest**

The WCVB assisted with the City of Warrensburg booth during Burg Fest. Diane Whitworth and Diane Thompson worked several hours Saturday afternoon helping run games, answer questions and more!

**Blind Boone Symposium**

The Blind Boone Tour organized by symposium organizers and Dr. Jon Taylor, UCM History Department, was attended by approximately 10 individuals. An email reminding the symposium organizers to submit their grant reimbursement forms was sent with a deadline of Monday, October 31.

**Chamber Golf Tournament**

I volunteered on Friday, September 30 at the Chamber of Commerce's Golf Tournament. I appreciated the opportunity to work with the Chamber team on a fantastic fundraiser for their organization.

**Missouri Division of Tourism Governor's Conference on Tourism**

I appreciated the opportunity to attend the MDT Governor's Conference. I was able to attend numerous sessions relating to new trends in tourism including events, images, Instagram reels and influencers.

**Warrensburg Visitor Guide**

We will be working on our visitor guide for 2023. The piece will no longer be a trifold. The 2023 guide will be a booklet.

An informal request for quote was conducted. Sunnyside Creative located in Warrensburg will be designing and overseeing the printing of the piece. The goal is to have the piece in distribution in January 2023.

**205 N Holden Update**

A draft of the plans for the renovation of 205 N Holden have been received. The plans were viewed by members of the City's Community Development Department and Fire Department. Their notes along with revisions from the WCVB were provided to the architect. City of Warrensburg Public Works Senior Project Manager Bill Graves has received the final plans from the architect. He is working on the bid documents with a goal to post them this week. The notice will be posted on the City's website for a minimum of 22 days and in the Star Journal for three issues. Once the proposals are received and the WCVB Board approves a contractor, we'll have more details on a tentative move-in date.



**November WCVB Board Meeting**

The WCVB Board Meeting will be held 10 am Thursday, November 10 by Zoom. The log in information will be included on the agenda posted on the City’s website under the Agenda/Minutes section.

**2023 Meeting Format**

The Board approved in consensus at the September Board meeting to continue the meeting format they adopted in 2022 for 2023.

In-person meetings will be held quarterly and the remaining meetings throughout the year will be by Zoom.

**2023 Meeting Schedule:**

<b>In-Person</b>	<b>Zoom</b>
January	February
April	March
July	May
October	June
	August
	September
	November
	December

**WCVB Important Dates:**

- October 12-14 Leadership Missouri and Leadership Missouri 2.0
- October 14 Whitworth Go Big or Go Home Golf Tournament (Visitor Center Closed)
- October 28 Director out of office PTO
- November 1 KOKO Radio Show
- November 3 WCVB Visitor Center Committee Meeting
- November 4 Clearing out apartment at 205 N Holden
- November 10 WCVB Board Meeting
- November 11 Veterans Day (Visitor Center Closed)
- November 21-25 Director out of office PTO (Monday, Tuesday, Wednesday)