



Warrensburg Convention & Visitors Bureau  
Visitor Center Committee Meeting Minutes  
9 a.m. Wednesday, March 2, 2022 Via Zoom

A meeting of the Warrensburg Convention and Visitors Bureau Visitor Center Committee was held at via Zoom on Wednesday, March 2, 2022, at 9:04 a.m.

Roll was called as follows:

Present: Dana Phelps and Diane Whitworth; exofficio member Danielle Dulin

Absent: Tom Koenigsfeld and exofficio member Jim Kushner

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

Minutes from the Wednesday, February 2, 2022, committee meeting was presented for approval. Phelps made a motion the minutes be approved as presented. The motion was seconded by Whitworth. Motion passed.

The director provided an update on the lease agreement at 407A East Russell Ave, Ste. 2. The vacant suite next to the Visitor Center has been leased. The new tenant will be securing both office spaces off the hallway and renovating into one suite as it was when the building was built. The WCVB no longer has an option to lease by month or do a 6-month lease. The director has a tentative timeline for the moving process. The Visitor Center will relocate to our prior location in the Warrensburg Municipal Center, across from City Hall. The goal is to start moving the week of May 16 and to reopen the Visitor Center to the public on Tuesday, May 31. There may need to be a couple days when the Center will need to close to the public because of the moving of server and phone system. The goal is to keep the closing to a minimum. The Star-Journal will assist the WCVB in getting the word out regarding the move closer to time by doing a story.

Director reminded committee members ALL utilities are shared with the two office spaces split down the hallway in Suite 2. The landlord has put all the utility accounts in his name and will charge the WCVB our past average for utilities in the CAM charges we pay quarterly.

The director provided an update on lease agreements, renovation project and maintenance at 205 N Holden Street. The apartment tenant vacated the property on Wednesday, Jan. 26. The office tenant is actively searching for a new location in Warrensburg.

Two walk-throughs were done with potential architects. William (Bill) Graves, City of Warrensburg Project Manager, is assisting the WCVB with this project. The design firms have submitted proposals for design services. The service will be presented to the entire board at the March Board Meeting. Graves will be attending.

The WCVB Board and City Council will be invited to tour the location during the WCVB April Board Meeting on Thursday, April 14.

The director provided an update on Goal 1 (Visitor Center) on the WCVB strategic plan.

Meeting was adjourned.

DRAFT