

# Warrensburg Convention & Visitors Bureau Minutes

Warrensburg Municipal Center-Council Chambers

10 a.m. Thursday, April 13, 2023

A meeting of the Warrensburg Convention and Visitors Bureau was held in the Warrensburg Municipal Center-Council Chambers, 200 S Holden St, Warrensburg on Thursday, April 13, 2023, at 10:04 a.m. with President Tom Koenigsfeld presiding.

Roll was called as follows:

Present: Kelly Brooks (phone), Tom Koenigsfeld, Ginny McTighe, Dana Phelps, Diane Thompson, and Diane Whitworth; and exofficio members Chris Deal and Jim Kushner

Absent: Scott Thomason; and exofficio member Danielle Dulin

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

Minutes of the March 9, 2023, WCVB Board meeting were considered. McTighe made a motion to approve the meeting minutes as presented. The motion was seconded by Whitworth. Phelps abstained. Motion passed.

Financial report\* was provided by the WCVB director.

FY 2022-2023

As of April 10, 2023, 27% of budgeted expenses have been incurred.

As of April 10, 2023, 21% of the budgeted revenue has been received.

The WCVB is waiting for the receipt of Missouri Division of Tourism Marketing Platform Development Reimbursement of \$7,500 submitted April 6.

\*Unaudited numbers provided.

The WCVB director provided an update on the renovation of 205 North Holden Street. The WCVB has not received notification from the Missouri Department of Economic Development regarding the Local Tourism Asset Development Grant. The City of Warrensburg Council approved the WCVB's request to utilize \$70,000 of the City's ARPA funds for the renovation of 205 N Holden.

A breakout of the project's budget was provided:

Enneking Construction:	\$341,614	Approved 12/8/2023
Change Order No. 1:	\$35,964	Crawl space approved 2/9/2023
Change Order No. 2*:	\$30,703*	Proposed at WCVB April Board Meeting
	<b>\$408,281</b>	
Budget:	(\$400,000)	Approved March 9, 2023
OVER	<b>\$8,281</b>	

The WCVB director presented a change order from Enneking Construction for the renovation of 205 N Holden. The change order is for \$30,703. The order is for a variety of items including crawl space access, windows on upper level, electrical upgrades throughout the building and exterior work. The crawl space access and electrical are to bring the building up to City Code. The windows in the upper level and exterior are discovery finds. Phelps made a motion to approve the change order allowing the WCVB director to sign. The motion was seconded by McTighe. Motion passed.

The WCVB director presented bids for the visitor guide printing services. Four printers were contacted for a quote. Three printers submitted by the deadline: SourcePoint, Laser Quick and Neal/Settle. Staff recommended the Board approve the lowest quote from SourcePoint for \$6,550. McTighe made a motion that the service be awarded to SourcePoint. The motion was seconded by Thompson. Motion passed.

The WCVB director provided an update on the WCVB's Strategic Plan.

The WCVB director provided the Director's Report. The director discussed upcoming events; past events; important dates for the Visitor Center; and upcoming agenda items to be presented to the Board.

The Warrensburg Parks and Recreation update was provided by WPR Interim Director Chris Deal.

The WCVB director reminded the Board of the upcoming WCVB Board meeting schedule. The July meeting date will need to be moved as the director will be out of the office on the scheduled date of Thursday, July 13. The Board will be surveyed regarding availability.

The meeting was adjourned at 11:15 a.m.