

CAMPBELL COUNTY LODGING TAX JOINT POWERS BOARD

Brenda Boss, Chairman

John Flocchini, Treasurer

Charles Schlessman, Member

Cory Bryngelson, Member (Absent)

Debby Zolnoski, Vice Chairman

Gradlyng Brooks, Secretary (Absent)

Brandi Harlow, Member

Mary Silvernell, Exec. Director

Gina Michael, Srvs. Mgr.

Board Meeting Minutes Wednesday, December 3, 2014 2PM George Amos Memorial Building Gillette Avenue

I. CALL TO ORDER

Brenda Boss called to order the meeting of the Campbell County Lodging Tax Joint Powers Board at 2:02 PM on December 3, 2014, at the GAMB, Gillette Avenue, Gillette, Wyoming.

II. APPROVAL OF AGENDA/CONSENT AGENDA

Debby Zolnoski moved to approve the Agenda/Consent Agenda, John Flocchini 2nd the motion. The motion carried 4-0

III. APPROVAL OF MONTHLY MINUTES

Brandi Harlow moved to approve the Monthly Minutes, Debby Zolnoski 2nd the motion. The motion carried 4-0.

IV. TREASURER'S REPORT

Executive Director reported Lodging Tax Distribution Detail Report (Up 40.4% YTD)

Bank Account Balances 11-30-14- Checking \$267,437.20; MM1 \$240,442.81;

MM2 \$236,396.75; **TOTAL \$ 744,276.76.**

John Flocchini moved to approve October, 2014 Financials, Debby Zolnoski 2nd the motion. The motion carried 5-0.

V. NEW BUSINESS

- It was agreed that the word UNDESIGNATED would be added to the Reserve Policy. John Flocchini moved to approve the addition of the word UNDESIGNATED and to approve the Reserve Policy. Brandi Harlow 2nd the motion. The motion was carried 5-0.
- The Investment Policy was reviewed. It was agreed that the checking account should be reduced to \$100,000 immediately and that the balance should not exceed \$240,000. The Designated Depositories were agreed upon and shall be FNB Gillette for the checking and WGIF for the undesignated Reserves. It was further discussed to keep the balance in the checking account to under \$240,000 as well as move all monies from the money market accounts into the new WGIF account, yet to be opened. John Flocchini motioned to reduce the checking to \$240,000 plus move both money markets into a new WGIF account. Charles Schlessman asked for a 'Friendly Addendum to the motion', to reduce the checking account down to \$100,000 now, in anticipation of another deposit any day. Debby Zolnoski 2nd the amended motion. The motion carried 5-0. A final recommendation from John Flocchini is to let the funds sit in the WGIF for 6 to 12 months and re-evaluate again.
- Debby Zolnoski moved to approve the revised Mission Statement for 2015. Brandi Harlow 2nd the motion. The motion was carried 5-0.

- Mary Silvernell suggested the CCCVB designate The Gillette News Record and the High Plains Sentinel newspapers as the Official Newspaper/Media for 2015. John Flocchini moved to approve the media designation. Brandi 2nd the motion. The motion carried 5-0
- The Grant Applications were reviewed by the Board and the following information was determined:

Energy Capital 9 Ball Classic. Mary Silvernell presented the Grant Request to the Board. Charles Schlesselman moved to approve \$1000.00. Brandi asked for an additional \$500.00. Charles motioned to approve \$1500.00 for the Energy Capital 9 Ball Classic. Brandi 2nd the motion. Motion carried 5-0.

Powder River Rodeo, LLC. Mary Silvernell presented the Grant Request to the Board. Brandi Harlow motioned to approve \$1,500.00 contingent upon ad sponsorship mentions of the CCCVB. Charles Schlesselman 2nd the motion. Motion carried 5-0.

Camel Invitational. Mary Silvernell presented the Grant Request to the Board. Debby Zolnoski motioned to approve \$500.00. Charles Schlesselman 2nd the motion. Motion carried 5-0.

Energy Classic Tournament. Mary Silvernell presented the Grant Request to the Board. Charles Schlesselman motioned to approve \$3,000.00. Debby Zolnoski 2nd the motion. Motion carried 5-0.

The 2nd Quarter Grant Applications were approved for a total of \$6,500.00, with \$23,500.00 remaining in the current budget.

- Mary Silvernell, Executive Director for the Campbell County Convention & Visitors Bureau presented the Sales Manager Position Proposal and projected costs for approval. Charles Schlesselman called for an Executive Session to discuss personnel at 3:00 PM.

VI. EXECUTIVE SESSION Executive Session was ended at 3:48 PM.

- Brenda Boss, Chairman, requested that the Sales Manager Position decision be tabled while the Executive Director researched the % of labor against revenues in our budget, and compare our numbers to other counties in the state. A sub-committee was formed, of board members Charles Schlesselman, Debby Zolnoski and Brenda Boss to meet to review the job descriptions. Said meeting is to take place at 9:00 AM on Friday, December 5, 2014. The meeting actually took place on December 26.
- Mary Silvernell reviewed the Staff Benefits Manual changes in the verbiage as recommended by Shelly during the Financial Review. John Flocchini motioned to approve the changes. Brandi Harlow 2nd the motion. Motion carried 5-0.

VII. OLD BUSINESS

- Strategic Planning Session Recap- The Board members felt good about the direction the CCCVB is headed. Mary Silvernell will prepare the new goals from the planning session and will present them at the January Board meeting.

VIII. CCCVB DIRECTOR'S REPORT

- Replacement Board Member Recruitment Efforts have provided two candidates. Terry Sjolin from the Chamber of Commerce and Jeri Kemp, GM at Arbuckle Lodge, both applicants for the City appointment.

The Director attended the Wright Town Council meeting to share information about the Town appointment opening, and suggested if they don't have an appointee in mind, that they may want to appoint the candidate not selected by the City.

- The Historic Mine Byway is progressing, with a public input meeting scheduled at the Library on January 21, 2015 at 5:30pm.
- Legislator Hospitality/Tourism Issues- Mary Silvernell is working with Ken Barkey from WLRA to schedule meetings with the Campbell County legislative team to discuss this session's issues for the hospitality and tourism industries.
- Gina Michael, Visitor Services Manager, presented a recap of the Traffic Attendance and Other Visitor Center Reports, Facebook and website updates.

IX. BOARD MEMBER COMMENTS

- Brandi Harlow shared news from Wright. The Town Hall grand opening celebration will be on Tuesday, December 9, 2014.
- Mary presented certificates of appreciation to both Brenda Boss and John Flocchini for their service on the Board.

X. VISITOR COMMENTS No Visitor comments

XI. ADJOURN

John motioned to adjourn the Meeting at 4:30pm. Debby Zolnoski 2nd the motion. Motion carried 4-0.

***NEXT MEETING – January 7, 2015- 2pm, GAMB, Gillette Avenue.** Officer Elections are scheduled for this meeting.

Minutes submitted by: Gina Michael

Signed by: _____ Date: _____
Debby Zolnoski, Vice Chair

Signed by: _____ Date: _____
Gina Michael, Acting Secretary

“The mission of the Campbell County Convention & Visitors Bureau is to promote and provide monumental experiences for all visitors to Campbell County”