

SPECIAL MEETING MINUTES: TUESDAY, APRIL 25, 2023, 1:00 PM

MEETING RECORDING LINK:

https://us02web.zoom.us/rec/share/jB3mfla0ktQ_vTv3XBzFiPV_J7n1WCdNY72GR11-vovkzZXQBO5AQdAHV2LZy9PT.KsBPA3T_mgCVFtZi

CALL TO ORDER

Chairman Dombroski called the meeting to order at 1:01 pm on Tuesday, April 25, 2023.

PRONOUNCEMENT OF A QUORUM

Chairman Erik Dombroski, Treasurer Mike Geraci, Secretary Willi Brooks, Cory Carlson and Julie Calder were present on Zoom. Mary Bess was absent.

PUBLIC COMMENT

No public comment.

ACTION ITEMS

APPROVAL OF COMMUNICATIONS MANAGER CONTRACT

[Link to contract](#)

Attorney Keith Gingery reviewed the Communications Manager contract, which was developed using the standard contract. At the last public meeting, the Board awarded the contract to Table 307/Britney Magleby. The monthly set fee will be \$5,958. The contract is for one year and can be renewed for three additional one year terms for a total of four years. It is an independent contractor role. The scope of work is taken directly from the RFP.

Mr. Brooks made a motion to approve the Communications Manager contract as presented. Seconded by Mr. Carlson. No public comment. Motion passed 5-0.

APPROVAL OF OPERATIONS MANAGER CONTRACT

[Link to contract](#)

Attorney Keith Gingery reviewed the Operations Manager contract, which was developed using the standard contract. At the last public meeting, the Board awarded the contract to Table 307/Britney Magleby. The monthly set fee will be \$3,575. It is a one year contract that can be renewed for three additional one year terms for a total of four years. It is an independent contractor role. The scope of work is taken directly from the RFP.

Mr. Carlson made a motion to approve the Operations Manager contract as presented. Seconded by Ms. Calder. No public comment. Motion passed 5-0.

APPROVAL OF DESTINATION MANAGEMENT COORDINATOR CONTRACT

[Link to contract](#)

Attorney Keith Gingery reviewed the Destination Management Coordinator contract, which was developed using the standard contract. At the last public meeting, the Board awarded the contract to Lindsey Ehinger. The monthly set fee will be \$10,417. It is a one year contract that can be renewed for three additional one year terms for a total of four years. It is an independent contractor role. The scope of work is taken directly from the RFP.

Mr. Brooks made a motion to approve the Destination Management Coordinator contract as presented. Seconded by Mr. Geraci. No public comment. Motion passed 5-0.

AWARD OF MARKETING MANAGER CONTRACT

[Marketing Manager RFP](#)

[Final scores](#)

Mr. Brooks made a motion to award the Marketing Manager contract to Candidate A and direct staff and Attorney Gingery to draft a contract. Seconded by Ms. Calder. No public comment. Motion passed 5-0.

APPROVAL OF FY24 BUDGET

[Link to budget](#)

Mr. Brooks made a motion to approve the FY24 JHTTB Budget as presented. Seconded by Mr. Geraci. No public comment. Mr. Geraci asked Mr. Dombroski to discuss any changes to the budget that were made from the last Board Meeting discussion. Mr. Dombroski noted that the version of the budget that was distributed with the agenda was a previous version and explained that there was a small change to reduce the amount of money allocated to the marketing and communications manager position line item, which lowered that line item to \$180,000, dropping the total line item budget under Contract Education & Advertising to \$3,648,000. Mr. Brooks amended the motion to approve the FY24 JHTTB budget as presented contingent on the line item for the marketing and communications line item changing to \$180,000, which brings the total line item under Contract Education & Advertising to \$3,648,000. Seconded by Mr. Geraci. No public comment. Motion passed 5-0.

APPROVAL OF SOCIAL MEDIA AGENCY RFQ

[Link to RFQ](#)

Mr. Geraci made a motion to approve the Social Media Agency RFQ as presented. Seconded by Mr. Carlson. No public comment. Motion passed 4-0.

APPROVAL OF FULFILLMENT AGENCY RFQ

[Link to RFQ](#)

Mr. Geraci made a motion to approve the Social Media Agency RFQ as presented. Seconded by Ms. Calder. No public comment. Motion passed 4-0.

DISCUSSION ITEMS

COMMITTEE REPORTS

MATTERS FOR THE BOARD AND CONSULTANT

Mr. Geraci asked what is the next step for the awarded contracts. Mr. Dombroski said that the approved contracts will be sent to the individuals/businesses to be signed. Attorney Gingery confirmed that the individuals already reviewed the contracts and should be ready to sign as early as tomorrow. Ms. Valentino stated that Table 307 is ready to begin this week while Lindsey Ehinger will begin May 1. Mr. Geraci asked if there is an on-boarding process and Ms. Valentino confirmed that she will work closely with all of the new contractors to outline priorities and needs, provide background and context, and ensure they are up to speed with the resources they need. Mr. Dombroski agreed that the contractors will need to work with each committee as soon as they're ready.

FY24 budget will be shared with the County Clerk. Once the official date to present to the JIM is confirmed, it will be shared to the Board. It's currently on the schedule for May 16 at 1pm.

Mr. Dombroski thanked all that applied for the RFP positions and is looking forward to working with the new contractors.

ADJOURN

Ms. Calder made a motion to adjourn at 1:28pm.

MEETING NOTIFICATIONS FOR THE PUBLIC

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