Noble County Visitors Bureau
Board of Directors Meeting
Wednesday, February 19, 2014
CVB Office, Kendallville
6:00 p.m.

The Board of Directors meeting was called order at 6:00 p.m. by President Kathy Dues. Board members present were Bill Owen, Cathy Linsenmayer, Tammy Luce, Monica Brady, Lavina Alderfer, Joy LeCount, Tom Leedy, Sandy Petrie and Executive Director Sheryl Prentice. David Ober will in Indianapolis for the legislative session. Sam Boggs was excused, Carole Bewley was unexcused and Sara Hobson served as recorder. John Bry sat in as an observer to fulfill a class requirement.

EDC Report:

Joy reported she attended the annual meeting in January and it was very informative. There was no decision reached in regard to having an EDC representative to the CVB.

Secretary's Report:

The secretary's report was presented with no discussion. **Tom made the motion with a second by Cathy to accept the report. It was approved and carried.**

Treasurer's Report:

The Finance committee met on January 24, 2014 to review the previous year. The CVB was ahead of budget for the year ending. Tom had two items the Board and the CVB need to work on; 1) a To Do List recommended from the last audit and 2) maintaining regular communication with our stakeholders to keep them informed as to goals and progress. Committee member Joy volunteered to work on the To Do List. Sheryl was requested to contact the Noble County Auditor to get the necessary forms to receive our CEDIT money on a monthly distribution basis. **Joy made the motion with a second by Bill to accept the Treasurer's report. It was approved and carried.**

Tourism Asset Development Report:

There was no report. David is still in Indianapolis until the end of the legislative session.

Executive Director's Report:

Sheryl presented her written report for review. No action was required and her report was accepted into the record. Sheryl created a press release and brochure for Bird Town in Rome City. She mentioned two upcoming events she is assisting with: 1) National Softball Tournament, June 26-28 and 2) Indiana Regional Goldwing Rally, September 11-13. Both events will require a combined effort among several local groups. Concern was raised about the amount of involvement would be needed from the CVB. Joy suggested some type of policy/procedure/guidelines be implanted for assistance with future events. Tom thought the Purpose/Program Committee could undertake that.

Human Resources Committee:

An evaluation form was created and in place for Personnel Performance Review. Sandy Petrie has been added to the committee. Tom recommended the committee develop a skill set of qualities and competencies for prospective board members which could also be shared with our stakeholders.

Purpose/Program Committee:

Cathy presented the committee's Program Summary Proposal. She explained the importance of it and how it could be used. The committee requested Sheryl prepare an example of a Program/Service

Summary for the next board meeting to share with the board. The document and the committee report were accepted into the record.

Old Business:

There was no old business.

New Business:

Kathy made a public announcement that the Kendallville Best Western was officially for sale. A real estate brokerage firm is handling the sale of the business. This information came as a genuine shock to the board. With no further business, **Tammy made the motion with a second by Tom to adjourn the meeting at 7:50 p.m. It was approved and carried.**

Recorded and transcribed by Sara Hobson