Noble County Visitors Bureau
Board of Directors Meeting
November 24, 2014
CVB Office
6:00 p.m.

The Board of Directors meeting was called to order at 6:00 p.m. by President Kathy Dues. Board members present were Sam Boggs, Cathy Linsenmayer, Monica Brady, Lavina Alderfer, Tom Leedy, Sandy Petrie, and Everett Newman. Joy LeCount, Tammy Luce and Bill Owen were excused.** Staff members Sheryl Prentice, David Ober and Office Assistant Sara Hobson were also present.

<u>EDC Report</u>:

There was no report. Kathy expressed concern about the lack of information from the EDC. Tom commented that there is value for the CVB in having information from them; he said the EDC may be a good topic for inclusion at the January board retreat. Sheryl said she and David frequently receive emails from Rick Sherck with EDC information. Also Joy also shares with the CVB when she can.

<u>Secretary's Report</u>:

The report was presented for review. There were no additions and/or corrections. **Cathy moved the report be accepted; Monica seconded the motion. It was approved and carried.**

<u>Tourism Asset Development Report</u>:

- David presented his report for review.
- He was finally able to pin the contractor down to a definite date of Tuesday or Wednesday next week to work on the bathroom wall in the Sower Farmhouse. David will work with him to also finish the plumbing since the original plumber was scheduled for surgery. Contractor anticipates it will take about a week to complete the bathroom.
- David has been working on establishing timelines for ongoing projects in January while he will be out of the office for the long legislative session from January to April.
- In anticipation of the move to the Sower Farmhouse, Sam thought he might be able to have some additional help from Chain O'Lakes. Kathy will be able to donate a desk for Sara.
- The report was accepted in the record.

<u>Executive Director's Report</u>:

- Sheryl presented her report and explained the change of date for the Community Conversation meeting. It has been rescheduled for Monday, December at 11:00 a.m.
- Suggestion was made to advertise openings on the Marketing Committee. Sheryl will create a posting which would include the skill set and criteria and post on the website. Potential individuals would be asked to submit a letter of interest.
- The report was accepted into the record.

<u>Treasurer's /Finance Committee Report</u>:

- Overall financial health is good and within budget guidelines.
- Budget proposal for 2015 was reviewed with two areas of concern for action:
  - An increase of $3600 added to the Professional/Contract Services—Other to cover the fee for the retreat consultant
  - Build in $3500 or 5% of budgeted wages for 2015 with the ability to decide to give a wage increase. **Sam made a motion to that affect with a second by Cathy**.

- Question about the amounts established for Utilities whether to leave or increase since the office will be in the Sower Farmhouse in 2015. David mentioned that the gas and electric service provided by NIPSCO will be covered by the state. It was decided to leave the amounts stand with no change for 2015. The CVB will cover the telephone and internet expenses.
- David and Sheryl will review the lease on the Sower Farmhouse to determine who is responsible for utilities on the property.
- **Sandy made a motion to accept the budget with the adjustments presented and discussed. Lavina seconded the motion. It was approved and carried**.

Human Resources Committee Report:

Sam presented a draft proposal for a Job Description for the Tourism Asset Coordinator. David and Sheryl both worked on creating it. Board members were asked to forward corrections and/or suggestions. Sheryl agreed to review and refine the proposal and send it to Sam.

Purpose/Program Committee Report:

Cathy presented an updated Online Communications Policy for board review and discussion. Tom made the suggestion to check with other CVB's in the area to compare their social media policies. No specific action was taken at this time to formally adopt the policy.

Old Business:

- Preservation Planning Grant—There is no progress thus far on the proposal.

New Business:

- Board Retreat—Cathy will resend the contract and consultant information to Kathy. Tentative date for the board retreat will be Saturday, January 31, 2015. Time and location to be determined at a later date. Kathy volunteered to provide food for the retreat.
- Due to the potential for a low attendance at the December board meeting, **Sam made a motion to cancel the December meeting and reconvene again on Monday, January 24, 2015 for the next board meeting. Kathy seconded the motion. It was approved and carried.**

With no further business**, Sam made the motion to adjourn the meeting with a second by Tom. It was approved and carried; the meeting was adjourned at 8:00 p.m.**

NOTE: ** I received confirmation, after the fact, from Board President Kathy Dues that Bill emailed her a note indicating he would not be able to attend the scheduled board meeting.

Next meeting is scheduled for Monday, January 24, 2015 hopefully in the CVB's new location, the Sower Farmhouse. If the location changes, the board members will be notified.

May each of you have a blessed peaceful holiday season.