

SWITZERLAND COUNTY TOURISM MEETING MINUTES June 18, 2018

Meeting Information

These are the minutes of the regularly scheduled meeting of the Switzerland County Tourism held Monday, June 18, 2018, at 6:00 PM at the Switzerland County TEC Building, Vevay, IN, 47043. The meeting was chaired by Sheri Works (President) and it was determined that a quorum was present. The following Commission Members were present (in last name alphabetical order): Jeanne Bragg, Anita Danner, Barbara Davidson, Pam Haines, and Don Talbert. Andrea Kappes, Stacy Streett and Rhonda Griffin were absent. Others present include: Lu Scudder (Assistant Director, SCT), Stephanie Furnish (CPA), Rita Sullivan (guest presenter), and John Kniola (guest).

Actions of the Board

A. General Business

1. The meeting was called to order and opened with the Pledge of Allegiance. A request was made by Sheri Works to approve the Consent Agenda. Don Talbert made a motion to approve the Consent Agenda, seconded by Jeanne Bragg. Motion carries.

B. Presentations: Rita Sullivan, on behalf of the newly formed Switzerland County Veterans Council (SCVC), spoke on their council's mission and one of their fund raising activities. The SCVC will procure banners honoring veterans of Switzerland County. Each banner will be privately purchased and donated to the organization. The SCVC is seeking permission to use the banner holders on Main and Ferry streets after Sleepy Hollow through Veterans Day 2018. Anita Danner made a motion to grant permit use of the banner holders to the SCVC for the requested time period, seconded by Don Talbert. Motion carries.

C. Committee Reports

1. Executive Committee:

a. Sheri Works gave the following staff update:

- (1) Sheri met with Lu to review and update Assistant Director job description. (2) Jennifer Morrow resigned. Our needs require 2-3 part-time staff with cross training to cover the positions and hours needed.
- (3) The executive committee will review and restructure the staffing plan. (4) We will be seeking a new director and will advertise on Indeed. (5) Paige is interested in doing the marketing and advertising for SCT and we will need an oversight committee. Sheri will ask Andrea and Rhonda to assist.
- (6) Christy Morgan has been rehired as an Information Specialist/Retail operator. b. Budget: The current budget is under review with allocation adjustments. We need to prepare for the 2019 budget forecast and determine a deadline date for SCT stakeholders. A recommendation was made to have a separate, special budget meeting where line item holders can present their budget proposal outside of the monthly SCT meetings.

c. Campground: Sheri Works reported that the campground was completed this week.

Paige is working with the Town of Vevay to get the rules published and looking for a possible new WIFI vendor.

d. Lynx Wrestling: SCT needs to review the Lynx status of expended funds and to determine future self-funding. Anita Danner volunteered to meet with Lynx Wrestling to review the Ambassador program.

2. Directors Report: See Directors Report on Google Docs. 3. Event Recap: See Events Report in Google Docs.

D. Unfinished Business: SCT is still seeking bids for sewer repairs.

E. New Business:

1. Sleepy Hollow Vendor Payment: There was discussion regarding changing the refundable \$20 fee to a non-refundable fee. Jeanne Bragg made a motion to charge a non-refundable fee of \$20 to all Sleepy Hollow vendors and add to the contract that there will be no early teardowns and those who do, will not be invited to return, seconded by Pam Haines. Motion carries.

2. Community Sponsorship request from Youth Pacers Athletic Corporation. No motion was made.

3. Incentive Bonus: A request was made to approve an incentive bonus for Paige regarding the completion of the new website. No motion was made.

F. Public Comments:

1. Don Talbert reported interest in bringing back the September Car Show. Don and Bart will contact Mike Bear regarding pursuing the event and preparing a budget proposal.

2. Anita Danner reported that Ted Brown never got back to SCT regarding his proposal. 3. Lu Scudder requested that Vevay Main Street vacate the storage area in SCT so they may use it for office space. She will contact Sarah Wolf at Vevay Main Street to coordinate.

4. There was discussion regarding the park board seeking help in fixing the broken barrel sign near the dam. Lu will research to see if the damage is covered by insurance.

5. Sheri Works stated that we need budget proposals for 2019 from the line item holders. We need them in September and want to set a special meeting to take place in early October.

Don Talbert made a motion to adjourn the meeting, seconded by Pam Haines. Motion carries.

The next regularly scheduled meeting for the SCT is Monday, July 16, 2018 at 6:00 PM at the Switzerland County TEC building in Vevay, IN 47043.

SCT Secretary Barbara Davidson