

SWITZERLAND COUNTY TOURISM
MEETING MINUTES
Monday, June 8, 2020

Meeting Information

These are the minutes of the meeting of the Switzerland County Tourism held Monday, June 8, 2020, at 6:51 PM at the Switzerland County Technical Education Center, Vevay, IN, 47043. The meeting was chaired by Pam Haines (President) and it was determined that a quorum was present. The following board members were present (in last name alphabetical order): Jon Bond, Melissa Brush, Barbara Davidson, Mike Dean, Andrea Kappes, Jon Charles Smith, and Stacy Streett. Rhonda Griffin was absent. Others present include Paula Myers (CFO, SCT), Geri Emmelman (Office Manager, SCT), and John Kniola (Vevay Main Street, Historic Hoosier Theater, and Switzerland County Parks).

Actions of the Board

A. General Business. Business was called to order and opened with the Pledge of Allegiance. A request was made by Pam Haines to dispense with the consent agenda and review previous minutes and all financial reports with claims registers for March, April, and May 2020 individually.

Barbara Davidson made a motion to suspend the Consent Agenda, accept the proposed meeting agenda, and review the minutes, financial reports, and claims registers for March, April, and May 2020 separately, seconded by Jon Bond. Motion carries.

Andrea Kappes made a motion to approve the minutes from March 9, 2020, seconded by Jon Charles Smith. Motion carries.

Due to the Covid-19 pandemic, no meetings were held for April and May 2020.

Andrea Kappes made a motion to approve the Financial Reports and Claims Registers for March 2020, seconded by Mike Dean. Motion carries.

Mike Dean made a motion to approve the Financial Reports and Claims Registers for April 2020, seconded by Melissa Brush. Motion carries.

Jon Charles Smith made a motion to approve the Financial Reports and Claims Registers for May 2020, seconded by Mike Dean. Motion carries.

B. Committee Reports

1. Executive Committee

a. Pam Haines stated that in lieu of purchasing a new printer the executive committee decided that leasing would be more cost effective. The owned printer will be moved upstairs for office use.

b. It was reported that the executive committee will publish the annual budget in to make it more accessible to the public.

2. Grant/Loan Committee. Barbara Davidson reported that \$5,000.00 were disbursed to the Art Center and Historical Society for use in a feasibility study toward improving accessibility. This was approved at the March board meeting. Since March, three additional requests have been received for a total of \$7,500.00. Based on a remaining budget of \$2,500.00 and reduction of all tourism financing, it was decided to suspend the grant/loan program until further notice. Paula Myers will notify the applicants.

3. Manager's Report. See update in board packet.

4. Director's Report. See update in board packet.

C. Unfinished Business

1. The board discussed the possibility of working with Satolli Glassmeyer, owner of History in Your Own Backyard, regarding the production of videos to highlight and advertise historic places and events in Switzerland County. The board discussed the possibility of doing a project like this with involvement from

local students. Jon Charles Smith will contact Satolli Glassmeyer regarding working with students and other options for developing and advertising Switzerland County tourism while minimizing costs.

2. By-Laws Update. Pam Haines announced that the by-laws were amended to include the electronic attendance policy and new copies were provided in the board packet.

D. New Business

1. SCT office will reopen on June 15 resuming normal hours.

2. Campground management has been officially returned to the Town of Vevay.

3. An action register will be developed and maintained by the secretary to track board projects, associate points of contact, track due dates, and record progress.

4. Letter to Line Item Recipients. Pam Haines stated that all line item recipients are in the process of receiving full funding for 2020. A letter will be sent to each recipient that future years funding may be greatly reduced due to coronavirus situation.

5. CARES Act. SCT has applied for and awarded the PPP (Payroll Protection Program).

6. Sleepy Hollow. The board discussed to continue planning or cancelling the event.

Jon Charles Smith made a motion to continue planning to hold the Sleepy Hollow event, seconded by Mike Dean. Motion carries.

7. Grant/Loan Program. See previous update.

8. Projected Income. Pam Haines reported that our projected income is down approximately \$120,000.00 and it is impossible to determine any future projections.

9. Director Position. SCT received several resumes for the open position. The search committee decided to put this on hold until November due to the coronavirus situation.

10. New Projects. Pam Haines suggested a canoe/kayak rack installation at Ogle Park could be a new project for our board for 2020 while maintaining our budget constraints. A new committee was formed to research this possibility with Andrea Kappas (chair), Barbara Davidson, Jon Charles Smith, and Stacy Streett.

E. Public Comments

1. Jon Charles Smith announced that building light program on Main and Ferry Streets should be completed within two weeks thanks to Danny Harris.

2. Jon Bond announced a new state grant program available for small business not in CARES or PPP. See more information at <https://isbdc.org/indianacovid19smallbusiness/>

Andrea Kappas made a motion to adjourn the meeting, seconded by Mike Dean. Motion carries.

The next regularly scheduled meeting for the SCT is Monday, July 13, 2020 at 6:00 PM at the Switzerland County Tourism Visitor's Center, Vevay, IN 47043.

SCT Secretary
Barbara Davidson