

## CONVENTION AND VISITORS COMMISSION

Virtual Meeting

12:00 noon

March 25, 2020

### **Commission Members Present:**

Mike Campbell, Sean Hanlon, Tony Suttile, Natalie Walker and Kate Wiltz

### Staff Members Present:

CVB - Mike McAfee, Laura Newton, Marcia Roach

DBI - Talisha Coppock

Guest: None

President Mike Campbell called the meeting to order at 12:00 p.m.

### **Approval of Minutes:**

Commissioner Michael Campbell asked if everyone had a chance to review the December, 2019 meeting minutes and were there any questions. There were no questions or comments. Natalie Walker motioned to approve the minutes seconded by Kate Wiltz. All approved and the minutes were unanimously passed.

### **Financial Report:**

President Mike Campbell reviewed the February financial summary along with the innkeepers collection report. He advised that the hotel industry and innkeepers tax collections have dropped substantially due to the covid-19 outbreak. March innkeepers tax collections through yesterday were \$87,000 but the outlook for several months to come looked to be low. He said the industry brand percentage from last year looked to be under 10%. Comments were made that Fourwinds, Hyatt, Fairfield, the Graduate and IMU would be closed for at least the next two weeks and perhaps there would be more closings. Discussion moved to the fund balances and how to keep things going. In that regard, Mike Campbell proposed a resolution to suspend funds being transferred from the general fund (7304) to the capital improvement fund (4909) for the balance of the year and to the debt fund (\$86,000.00) for the months of March and April. He also suggested that any capital improvements be suspended unless absolutely necessary. Tony Suttile motioned to approve the resolution to suspend transfers and Sean Hanlon seconded. The motion unanimously passed. Mike said that funds could be moved from the capital improvement fund to the general fund but would need to go before county council for approval. There was discussion about the amount of funds being received by innkeepers tax and that it would be prudent to ask Visit Blgn't and DBI to stretch this distribution to cover up to four months of operations instead of three. Commissioners also asked what both organizations were doing to conserve expenses. Kate Wiltz said that preserving staff to be key. Talisha said they had 5 full time staff and 3 part time staff. She said most were working from home still trying to preserve or postpone events. Mike McAfee commented that they had suspended the spring advertising campaign and were implementing other expenses in lieu

of the business climate. He said they were down 2 full time staff members and don't look to fill those positions at this time. He said VB had a good carry over of funds from 2019 due to cost saving measures implemented last year and were suspending everything they could.

Mike Campbell proposed that the commission should meet on a monthly basis and assess the revenues and business climate on a month to month basis to stay abreast of developments.

### **Claims Approval:**

Mike Campbell presented claims as follows:

#### **From the General Fund:**

Visit Bloomington – 4 month 2020 operational funds in the amount of \$451,052.75. The claim was originally for 2<sup>nd</sup> quarter operational funds but after discussion the commission proposed to move it to cover 4 months. Tony Suttile motioned to move to 4 month operational funds seconded by Kate Wiltz. The motion unanimously passed. Sean Hanlon then proposed to approve the claim seconded by Natalie Walker. The motion unanimously passed.

DBI – 4 month 2020 operational funds in the amount of \$91,853.75. The claim was originally for 2<sup>nd</sup> quarter operational funds but after discussion the commission proposed to move it to cover 4 months. Tony Suttile motioned to move to 4 month operational funds seconded by Kate Wiltz. The motion unanimously passed. Sean Hanlon then proposed to approve the claim seconded by Tony Suttile. The motion unanimously passed.

DBI – incentive funds \$845.00. Natalie Walker motioned to approve seconded by Sean Hanlon. The motion unanimously passed.

Marcia Roach – \$147.50 - Professional services. Motion to approve was made by Tony Suttile and seconded by Kate Wiltz. The motion unanimously passed.

#### **From the Debt Fund:**

DBI – 2<sup>nd</sup> Qtr. 2020 loan payment in the amount of \$159,000. Natalie Walker motioned to approve and seconded by Sean Hanlon. The motion unanimously passed.

#### **From Capital Improvement fund:**

HFI - \$6685 – Kitchen repair. Motion to approve was made by Tony Suttile and seconded by Natalie Walker. The motion unanimously passed.

Visit Bloomington - \$5941.80 – Carpet in offices at the visitor's bureau. Sean Hanlon motioned approval seconded by Tony Suttile.

### **New Business:**

#### **Old Business:**

None

### **Public Comments:**

No members of the public were present. The next meeting of the Convention & Visitors Commission will be held on April 29 at noon. The meeting was adjourned at 1:30p.m.

Respectfully Submitted,

Marcia Roach  
Acting Secretary