

## CONVENTION AND VISITORS COMMISSION

Virtual Meeting

12:00 noon  
December 9, 2020

### **Commission Members Present:**

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

### Staff Members Present:

CVB – Mike McAfee, Laura Newton and Marcia Roach

DBI – Talisha Coppock, Joan Snapp and Jean Kautt

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 September, 2020 meeting minutes and were there any questions. There were no questions or comments. Sean Hanlon motioned to approve the minutes seconded by Natalie Walker. All approved and the minutes were unanimously passed.

### **Financial Report:**

President Mike Campbell reviewed the November financial summary along with the innkeeper's collection report. He reported November receipts were less than projection but the county had cut the month short due to the holidays and there was a substantial amount that would be carried forward and reflected in December numbers. There being no questions or comments, Natalie Walker motioned to approve the financials seconded by Sean Hanlon. All approved and the financials were unanimously passed.

### **Report:**

Mike Campbell reviewed a spreadsheet of fund projections and cash flow through the end of the year and into 2021. He noted in the debt fund that rental income was roughly \$30,000.00 more than projected. He noted that overall innkeeper's receipts were down 40% from the previous year. He said data indicated travel to be lower in the first and second quarters of 2021 but was expected to pick up by the 3<sup>rd</sup> quarter. He said there were sufficient fund balances to cover the claims to be presented today.

### VB report:

Mike McAfee recapped hotel revenue and occupancy data for 2020 compared to 2019 to date. He noted that Visit Blgn't digital use rate was down 20% but fall traffic was up. He also listed 2020 highlights and promotions for the year. (see document #1)

DBI report:

Talisha Coppock reported their five year management contract with the county had been renewed and noted that there is a provision in it that revenues could be reassigned to a CIB if one is set up. She said they had many organizations reserving space at the convention center for next year. In addition, they picked up some parking rental income and had submitted a CARES Act grant.

She said that NAPA has moved out of their space as of December 1 and that the building was available to rent. She said most rental clients had renewed their rentals through December 2022.

Jean Kaut reviewed sales information. (see document #2)

### **Claims Approval:**

General Fund:

\$82,668.00 – DBI 1<sup>st</sup> Qtr 2021 operational funds. Natalie Walker motioned to approve seconded by Sean Hanlon. The motion unanimously passed.

\$405,947.50 – VB 1<sup>st</sup> Qtr 2021 operational funds. Tony Suttile motioned to approve seconded by Sean Hanlon. The motion unanimously passed.

\$147.50 - Marcia Roach 4<sup>th</sup> Qtr Prof fees. Natalie Walker motioned to approve seconded by Sean Hanlon. The motion unanimously passed.

\$806.80 - VB – Innkeeper tax forms printing and postage. Sean Hanlon motioned to approve seconded by Tony Suttile. The motion unanimously passed.

Cap Imp Fund

\$11057.16 – DBI – Escalator repair. Tony Suttile motioned to approve seconded by Sean Hanlon. The motion unanimously passed.

Debt Fund

\$159,000.00 -Loan payment. Kate Wiltz motioned to approve seconded by Sean Hanlon. The motion unanimously passed.

### **New Business:**

Mike Campbell said each year this commission is required to designate the funds to be transferred from the general fund to the capital improvement and debt fund. Last year fund transfers were adjusted to reflect the upcoming needs of all the funds. He said the balance of the capital improvement fund was more than sufficient to take care of the appropriated expense that may be incurred in 2021 and he also thought the debt fund would be able to accommodate a suspension of transfer for January and February 2021. Should at any time funds transfer needs to be changed it can be done. Therefore, Mike Campbell motioned to suspend transfer of funds in the amount of \$43,000/mo to the debt fund for January and February 2021, and to suspend transfers to the capital improvement fund for the year 2021. Kate Wiltz seconded the motion. The motion unanimously passed.

Kate Wiltz brought up the procedure for public meetings and setting up CVC zoom meetings on the county site. Mike Campbell asked Marcia to look into this for the next CVC meeting.

**Old Business:**

**Public Comments:**

No members of the public were present. The meeting was adjourned at 1:00p.m.

Respectfully Submitted,

Marcia Roach  
Acting Secretary