

Tourism Development Board

June 14, 2021

Chamber of Commerce Community Room

4:34pm

- Members in attendance
 - Sarah Cantrell, Ross Garrison, Don Vizi & Christy Ross
 - Keval Sheth (via Zoom in a non-voting capacity)
- Members not in attendance
 - Chad McGee
- Guests
 - Lisa Hobbs

Chair, Sarah Cantrell welcomed everyone and called the meeting to order with a quorum of members present.

Minutes from the prior meeting were discussed with a motion by Ross Garrison to approve with second by Christy Ross and approved.

Chair Cantrell called for the Treasurer report - with Ross Garrison reporting \$126,745.80 with an outstanding balance of \$40.90 service charge by Denning & Cantrell, PLLC. The 2020 taxes were complete and filed in April for \$2,675 and we will follow up with accounting firm to see what the service charge is for. Response from Denning & Cantrell, PLLC will be reported during July meeting. Christy Ross Motions second by Chair Cantrell and approved.

Old Business

- Update on AAA publication was given by Chair Cantrell. AAA featured Baron Fork, Rock Island, Vanilla Bean Co, Collins River, etc. in the latest publication
- Motion to rescind previous Tourism Board Administration role bidding process by Christy Ross and second by Ross Garrison and approved.
- New motion for Tourism Development Board in partnership with City legal and HR team to open scope of work for Tourism Board Administration role utilizing RFP (Request for Proposal) process. Motion by Christy Ross and second by Ross Garrison and approved.
- Update on McMinnville Bicycle & Pedestrian Master plan by Ross Garrison. Twenty-nine page presentation was presented detailing Scope of Work Review, Schedule Review, Needs Identification, Public Survey Results, Improvements & Next Steps. Final report and plans to present to Board of Alderman set for July.

New Business

- No New Business

Other Business

- Tourism Board Administration role is taking longer than anticipated due to amount of research and legal due diligence.
- Chair Cantrell tasked board members to think of projects in which the board and the new Tourism Board Administrator can assist.

With no further formal business, Christy Ross motioned to adjourn and Ross Garrison seconded. The motion carried.

Submitted,

A handwritten signature in black ink, appearing to read 'K. Sheth', with a stylized flourish at the end.

Keval Sheth, Secretary