

**FINAL**  
**PROVINCETOWN VISITOR SERVICES BOARD**  
**MEETING MINUTES**  
August 6, 2002

Location: Judge Welsh Room – Town Hall

Present: Steve Melamed, Chairman, Barbara Rushmore, Vice-Chairman, Rob Tosner, Michael Van Belle, Rose Basille, Steve Roderick (new member)

Others Present: Patricia Fitzpatrick, Tourism Director, Candice Collins-Bodin representing the Chamber of Commerce, Michelle Jarusiewicz, Grant Administrator

Absent: Patrick Casey (unexcused)

CALL TO ORDER: 11:05 a.m.

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**MINUTES**

Meeting minutes from July 9 and 16 were reviewed.

Barbara Rushmore moved and Rob Tosner seconded to accept the minutes of July 9<sup>th</sup> as submitted, with a revision to include a statement written by Rob Tosner pertinent to the issue of Conflict of Interest. (Those minutes have been revised, and are on file with the Town Clerk). The vote was 6-0-0-1.

Rob Tosner moved and Michael Van Bell seconded to accept the minutes of July 16<sup>th</sup> as submitted. The vote was 6-0-0-1.

**WELCOME OF STEVE RODERICK TO THE BOARD**

Steve Melamed welcomed Steve Roderick to the Board, Mr. Roderick will serve as the representative of the Chamber of Commerce.

**MEMORANDUMS & THANK YOU'S**

Steve Melamed then read a letter to the Board from Steve Roderick as a representative of the Fall Arts Festival, making the Festival in compliance with the VSB's needs and clearing them to receive a grant of \$12,000.

He then read a thank you to the VSB from Helping Our Women, as well as a memo pertinent to hate crimes in town.

He then read a memo from David Flower Productions, pertinent to the cancellation of a Pier Dance slated for August 3<sup>rd</sup>. The memo stated this organization's reasons for cancellation, specifically, police involvement pertinent to noise and other complaints.

Discussion ensued.

**GRANT ADMINISTRATOR'S REPORT**

Michelle Jarusiewicz made note to the Board that the Schooner Race, which the VSB is funding, would be moving forward as planned with Mark Silva at the helm, due to John Bennet's un-timely death.

She then discussed a training session pertinent to Procurement Laws for Town employees, which she and the Tourism Director had attended pertinent to marketing and advertising expenditures, how the laws affect protocol, and how the protocol was now shifted to make procurement easier. Discussion ensued.

She next brought up the issue of marketing grant disbursement for the following organizations. Rob Tosner moved and Michael Van Bell seconded to disburse a \$10,000 marketing grant to the Chamber of Commerce. The vote was 5-0-1-1, as well as a \$10,000 marketing grant to the Provincetown Business Guild. The vote was 4-0-2-1

The Board discussed a \$5,000 marketing grant to Campus Provincetown. Barbara Rushmore moved and Rob Tosner seconded to open a discussion pertinent to this grant, and one ensued. The Board returned to their original motion of several meetings ago to award Campus Provincetown this grant for FY 2003 programming. The vote was 5-0-1-1.

It was moved by Rob Tosner, and seconded by Michael Van Bell that future funding should be out of the VSB's Municipal budget rather than the Marketing budget. Discussion ensued. Rob Tosner withdrew his motion to make a vote and further discussion was tabled.

**FIVE-YEAR PLAN**

Patricia Fitzpatrick, Tourism Director, distributed a preliminary Five Year Plan for Tourism Fund Expenditures. She discussed how the plan works. Further discussion was tabled until the Board has had time to review the plan.

**TOURISM DIRECTOR'S REPORT**

Patricia Fitzpatrick then gave a report on the following:

- Success of the July 4<sup>th</sup> parade
- Training of all Town employees pertinent to Conflict of Interest

- New procurement orders for advertising pertinent to the Tourism Marketing Fund
- The addition of an Administrative position in the Tourism office, pertinent to the Five Year Plan
- The possibility of the VSB attending more trade shows to expand the present Tourism market

### **MEETING SCHEDULE**

The next meetings of the VSB are scheduled as follows:

- Tuesday, September 10 – 11:00 a.m. - Review and draft by the VSB of the Five Year Plan.
- Wednesday September 18 – 7:00 p.m. – Discussion on \$350, 000 surplus budget.
- Tuesday, September 24 – 11:00 a.m. – VSB Review of September 18 meeting.
- Wednesday, September 25 - 7:00 p.m. – Review of the Five Year Plan.
- Tuesday, October 8 and 22<sup>nd</sup> – 11:00 a.m. - Regular VSB meetings.

The evening postings are public hearings. The morning postings are public meetings. All meetings will be held in the Judge Welsh Room in Town Hall.

Barbara Rushmore moved to adjourn the meeting at 1:20 p.m.

Respectfully submitted,

Stefanie Sanev  
Recording Secretary