

Minutes of Visitor Services Board Meeting

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Tuesday ~ November 2, 1999

The meeting of the VSB was called to order, by co-chair Steve Melamed at 11:10 AM those present from the board were,

Steve Melamed, Dana Henricksen, Barbara Rushmore, Bob Tosner and Francis Santos.

Absent were Kay Halle and Hunter O'Hannion. Also present were: Tourism Director, Patricia Fitzpatrick and Grant Coordinator Michelle Jarusiewicz. Members of the community in attendance were, Candice Collins-Boden, representatives from the Chamber of Commerce and the PBG President Jeff Demora

Minutes of the last meeting were read and corrected. Dana Henricksen moved to accept the minutes as amended. Bob Tosner seconded the motion.

Public Comments: Mike Hattersley addressed the VSB with his report of the **Fall Arts Festival**. Hattersley reported that the event was a major success and his committee was able to return \$5,300 (from a Grant request for \$20,000) back to the Visitor Services Board. Bob Tosner suggested that he check with members of the PBG and B&B owners, to see if they benefited financially from the Fall Arts Festival.

Mike Hattersley made a request of the VSB that the Arts Foundations be awarded \$3,500 (of the refunded \$5,300) back to help support a variety of Winter Arts Programs.

Members of the VSB Board acknowledged Mike Hattersley for his report and the responsible way he and his committee handled the event and the Grant money.

Memo from Mike Hattersley

"The "agony" of the Grant process – there is a need for the process to be more organized. Guidelines and more clarification would be helpful. It is difficult to have to pay for printing and projects FIRST and then produce invoices for the Grant money to become available."

Response from Michelle J

Grants coordinator for the VSB

"Yes, we need a more defined process. When a Grant is given to multiple agencies (eight Arts organizations) one (1) person needs to be authorized to be responsible for the payment of invoices and reporting to the Grants coordinator."

Bob Tosner made the suggestion that we need to change the process in the future. Members of the VSB Board agreed.

Grassy (Francis) Santos suggested that a large grant (\$20,000) could be put into an account, and the organization could "draw" on the account. To be able to write checks to vendors and printers.

Discussion included comments to revise the Grants process, including a letter of endorsement given to the Grant recipient to be brought to a bank to set up an account for payment of invoices.

Michelle will work with Staff to develop a process for future Grants.

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Barbara Rushmore made the following points:

1. Money for Grants seems to be release – late.
2. The system is new and hasn't been tried before. We can get better as we get more experience.

Rushmore thanked Michelle for her work with the VSB and noted that we are also dealing with large amounts of money (\$20,000) and we need to know the person receiving Grant money is responsible.

Steve Melamed, Chair for the VSB, suggested that we table the following agenda items:

1. Grant request from At Last Productions!
2. Holly Folly – update
3. Pat Fitzpatrick's report (s) Five Year Plan and Sister Cities

Because of time restraints, members of the VSB Board voted to conclude the meeting

A Motion to table these items until the next VSB meeting was unanimous.

The next scheduled meeting of the VSB will be November 30 1999- 11:00 AM, at the Judge Welsh Room in Town Hall. The November 30, 1999 meeting will replace the December meeting.

Barbara Rushmore made a motion to meet on November 30, 1999, instead of the first week in December 1999. The vote was unanimous.

Bob Tosner made a motion to adjourn. All seconded motion. Meeting was adjourned at 12:20 PM.

Respectfully submitted,

Patricia Fitzpatrick
Tourism Director