

Warrensburg Convention & Visitors Bureau Minutes

Zoom

10 a.m. Thursday, January 12, 2023

A meeting of the Warrensburg Convention and Visitors Bureau was held by Zoom on Thursday, January 12, 2023 at 10:03 a.m. with President Tom Koenigsfeld presiding.

Roll was called as follows:

Present: Tom Koenigsfeld, Ginny McTighe, Dana, Phelps, Scott Thomason, Diane Thompson; and Diane Whitworth; exofficio members Chris Deal and Jim Kushner

Absent: Kelly Brooks and exofficio member Danielle Dulin (Joined 10:26 a.m.)

The adoption of the agenda was considered. McTighe made a motion to adopt the agenda as presented. The motion was seconded by Thompson. Motion passed.

Minutes of the December 8, 2022 WCVB Board meeting were considered. McTighe made a motion to approve the meeting minutes as presented. The motion was seconded by Phelps. Motion passed.

Financial report* was provided by the WCVB director.

FY 2022-2023

As of January 9, 2023, 14% of budgeted expenses have been incurred.

As of January 9, 2023, 13% of the budgeted revenue have been received.

December transfer by the City had not been completed by report date.

*Unaudited numbers provided.

The WCVB director presented drafts of two financial polices for the renovation of 205 North Holden project.

The draft of a policy for approval of change orders was presented. Once the total of change orders has reached 15 percent of the approved contract amount (\$51,242), the Board will be presented the change orders individually for approval.

Individual change orders equal to or less than \$10,000 may be approved by the WCVB Director.

Following approval, the WCVB Board will be notified via email. Individual change orders more than \$10,000, will be presented to the Board for approval. Special meeting may need to be called. If a change order is deemed an emergency following consultation from the contractor and City staff, the change order may be approved by the WCVB President and the WCVB Board will be notified as soon as possible. This will only be for those orders that a delay in approving would prolong a safety hazard or cause damage or future damage to the property.

The draft of the a policy for purchases of goods and services for 205 N Holden was presented to the WCVB Board for approval. The policy should be utilized for purchases including but not limited to, furniture, technology needs, signage, and various building and office equipment. The WCVB Director shall follow the City of Warrensburg's formal bid process for purchased more than \$10,000. The bids will be presented to the Board for approval. A special meeting may be necessary.

The WCVB Director shall follow the City's informal bid process for purchases equal to or less than \$10,000 but more than \$1,000. A minimum of three proposals shall be sought. The Board will be notified of these purchases during the project update in the monthly board meeting. If a purchase is

more than \$10,000, it is deemed an emergency and a delay in approving a safety hazard or cause damage or future damage to the property, the director will contact the WCVB Board President for approval. WCVB Board would be notified as soon as possible by email of the approval and reasoning. Koenigsfeld recommended the Board allow the WCVB Director to approve emergency change orders and purchases following consultation with City Staff and the Contractor. Board approved in consensus to this recommendation. McTighe made a motion to approve the policies for implementation with the revision allowing the WCVB Director to approve emergency change orders and purchases. The motion was seconded by Whitworth. Motion passed.

The WCVB Director provided an update on the budget. The budget will be presented for amendment at a future meeting. Proposed budget revisions include the contract with Enneking Construction (\$341,614), Contract Contingency (15% of Enneking Construction Contract) \$51,242; and Visitor Center Supplies \$65,000.

The WCVB Director presented proposed revisions to the WCVB Grant 2023 Program. The revisions were presented and discussed at the Community Support Committee Meeting on December 20, 2022. Approximately \$18,000 of the \$25,000 in the Community Support Account is to be allocated for the Grant Program. Tourism Marketing Grant maximum award is to increase to \$3,500. Sports Grant maximum award is to increase to \$2,500. The program will now have blackout dates: UCM Family Weekend and UCM Homecoming. Program will now run fiscal year for budget and audit purposes. The reimbursement forms (3) will be combined into one form to include all the required information. Documentation will now be required showing how the WCVB was recognized for its financial assistance. The WCVB will strongly encourage one point of contact throughout the process. Thomason made a motion to approve the revisions for the 2023 Grant Program. The motion was seconded by Thompson. Motion passed.

The WCVB Director presented the creation of the WCVB Sponsorship Program. The proposed program was presented and discussed at the Community Support Committee Meeting on December 20, 2022. Approximately \$7,000 of the \$25,000 in the Community Support Account is to be allocated for the Sponsorship Program. Maximum sponsorship would be \$1,000. One award per applicant per program year. Program year would run fiscal year. The applicant must be a registered nonprofit 501c3 or 501c6. The applicant cannot be eligible for the WCVB grant program. The applicant must demonstrate the event/program will result in overnight lodging in Warrensburg. WCVB Director has the authority to approve sponsorships. Applicant must submit the application at least 30 days prior to the event or project start date. The post evaluation form is due within 30 days of the event/project. Financial award must be used as submitted on the application. If the event is not held or the project is not completed, the funds must be returned to the WCVB within 30 days of the event date or project completion date. If the funds are not returned, the applicant may be ineligible of future allocations from the WCVB. Whitworth made a motion to create the WCVB Sponsorship Program. The motion was seconded by Thompson. Motion passed.

The WCVB Director provided an update on the WCVB's Strategic Plan. The WCVB has not received an update from Missouri Department of Economic Development regarding the Local Tourism Asset Development Grant.

The WCVB Director provided the Director's Report. The director discussed upcoming events; past events; important dates for the Visitor Center; and upcoming agenda items to be presented to the Board.

The City of Warrensburg update was provided by City Manager Danielle Dulin and Mayor Jim Kushner.

The Warrensburg Parks and Recreation update was provided by WPR Interim Director Chris Deal.

The WCVB Director reminded the Board of the upcoming WCVB Board meeting schedule.

Thompson made a motion to close part of the meeting pursuant to Section 610.021 of the Revised Statutes of Missouri relating to:

where public knowledge might adversely affect the amount paid in the transaction.

3. Hiring, firing, disciplining, or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.

13. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

Yes: Koenigsfeld, McTighe, Phelps, Thomason, Thompson and Whitworth

Absent: Brooks,