

O T T A W A

VISITORS CENTER

Board Meeting Minutes

Monday, September 20, 2021

1:03 p.m.

Present: Chair: Hank Wolf, Vice-Chair: Matt Skelly, Secretary/Treasurer: Caitlin Parker, Kevin Bressendorf, Mike Cage, Sean Hodge, Heather Johnson, Mary Beth LeSeure, Scott Struchen, and Chamber Director: Jeff Hettrick, City Representative: Dave Noble, and Donna Reynolds.

Absent: N/A Guests: N/A

Subject	Discussion	Decision	Next Steps - Motion
Public Comments	N/A	N/A	N/A
Next Board Meeting	Monday, October 25, 2021	N/A	N/A
Review of Minutes	Review of minutes from August 23, 2021	Moved by Scott Struchen, 2nd by Sean Hodge.	Motion to approve the minutes from August 23, 2021 as corrected. Motion carried.
City Report - Noble	Workforce has dropped by 11%. Thornton park underway. Broadband project underway. New welcome to Ottawa sign to be installed. The City helped to promote back to business grants but are unsure if anyone has received one. UAW office is now open. Department 229 is now leasing the former save a lot building - will operate both facilities. YMCA hoping to break ground in the Spring. Chris Kringle market may be four weekends. Grants available, potentially one that fits with the OVC.	N/A	N/A

Chamber Report - Hettrick	Farmers Marketing going through October 9. Festival of the Arts and Scarecrow Day on September 25, 2021. Oktoberfest this past weekend was a success. The Beach House, a new seafood restaurant, opened in Ottawa. Hosted a ribbon cutting for Streater Onized Credit Union. Karli has resigned and her last day is September 30, 2021.	N/A	N/A
OVC Report - Donna Reynolds	Busy week, did not have anyone stop in on Sunday, but had been steady prior to that. Two getaways booked last week. Packages are still available. FOTA is this week and OVC is the welcome center for the event for check-in and hosting the reception on Friday - around \$6,000 of in-kind services were provided to the FOTA. Three part-time employees currently and Donna. Sundays have been historically slow - they document walk ins and phone calls. Only had 39 total for the previous year, open 10 a.m. - 3 p.m., used to be 10 a.m. - 2 p.m. On Monday the Steamboat is visiting. Donna is working to create a list of businesses who will be open from 8:30 a.m. - 12:30 p.m. OVC will have a table at Allen park to provide information.	Requested maintaining the current hours through the busy season and benchmark with other visitors centers from similar destinations (Galena, etc.)	N/A
Old Business	Spry Parking	N/A	N/A
	WGN Radio - Received four requests for information as people have heard the WGN promotion. Donna stated this is a very fast return. Scott has shared information on upcoming events in Ottawa and WGN will continue to promote.	N/A	N/A
	Matt is coordinating the WCMY radio interview for next Monday.		
New Business			
Committee Report	Committee Meetings - Based on the survey, the best times for the meetings are from Tuesdays & Thursday from 12 - 1 p.m. & 3 - 4 p.m. Finance - Operations - Replaced the ballasts in the rental area and will update all of the ballasts in the building. Will work to update landscape/greenery.	Moved by Sean Hodge, 2nd by Caitlin Parker.	Motion to place the finance report on file.

Executive Session	1:40 p.m.	Moved by Scott Struchen, 2nd by Caitlin Parker	Motion to move into Executive Session for future planning. Motion carried.
		Chair: Hank Wolf, Vice-Chair: Matt Skelly, Secretary/Treasurer: Caitlin Parker, Kevin Bressendorf, Mike Cage, Sean Hodge, Heather Johnson, Mary Beth LeSeure, Scott Struchen	
	2:00 p.m.	Caitlin Parker left the meeting.	
	TBD p.m.	Moved by [Insert Name], 2nd by [Insert Name].	Motion to move out of Executive Session. Motion carried.
		Present: Did anyone besides Caitlin Parker exit early?	
Adjournment	TBD p.m.	Moved by [Insert Name], 2nd by [Insert Name].	Motion to adjourn. Motion carried.

Minutes typed and submitted by Caitlin Parker, Meeting, September 20, 2021 - Quorum was established