

O T T A W A

VISITORS CENTER

Board Meeting Minutes
 Friday, December 3, 2021
 11:15 a.m.

Present: Chair: Hank Wolf, Vice-Chair: Matt Skelly, Secretary/Treasurer: Caitlin Parker, Kevin Bressendorf, Sean Hodge, Heather Johnson, Scott Struchen, and Chamber Director: Jeff Hettrick, & Chamber Member Services Director: Julia Peterson, City Representative: Dave Noble, and OVC Representative: Donna Reynolds. **Absent:** Mike Cage, Mary Beth LeSeure, **Guests:** N/A

Subject	Discussion	Decision	Next Steps - Motion
Public Comments	N/A	N/A	N/A
Next Board Meeting	The board will meet monthly with an in-person option at city hall. If you will be participating virtually, advance notice needs to be given to Kevin Bressendorf to coordinate the meeting.	N/A	N/A
Review of Minutes	Review of minutes from November 4, 2021	Moved by Matt Skelly, 2nd by Kevin Bressendorf.	Motion to approve the minutes from November 4, 2021, as presented. Motion carried.
City Report - Noble	Continue to actively pursue funding for the downtown waterfront. People are interested in industrial projects in Ottawa, including site visits.	N/A	N/A

Chamber Report - Hettrick	Jeff introduced Julia Peterson, Members services Director. Julia is actively updating social media and the webpage. Contacting members to see how the chamber can better interact, via social media, with members. Julia began following all members, who have social media pages. Will be doing deeper changes, to information that has been static for a while. The Chamber now has a YouTube page called Member Mondays - one minute interviews with members, interested businesses should contact the Chamber. One new member Liv Wellness. Looking to go back to Business After Hours and host additional events. The Chamber is hosting events to ask - What does the average city resident want to see? Will share findings with the OVC. Will have a second meeting on the top 3 or 4 priorities, and will ask businesses who are vital to the top 3 or 4 priorities set up booths at the event. Timeline - tentatively towards the end of January.	N/A	N/A
OVC Report - Donna Reynolds	Donna shared resources and ads through the end of the year. Donna created a shopping guide to highlight all of the stores in town and it's been going off the shelves as people are visiting Ottawa. For the Wine & Art Walk, the OVC gave the city money in ticket sales, minus credit card fees. The profits are up from last year. The WGN advertising has brought visitors to Ottawa - it has had a huge return. Donna wants to continue this over the coming year - Donna and Scott to meet with the WGN representative. Donna is the only person at the OVC that can fill out the grant, and is reaching out for support from others during the governor's conference. Donna hired a new employee. OVC has 4 employees who work about 10-hours each per week.		N/A
Old Business	N/A	N/A	N/A
New Business	OVC/City/OAC Update	N/A	N/A
Committee Report	Finance report was shared via email.	Moved by Scott Struchen, 2nd by Kevin Bressendorf.	Motion to place the finance report on file.

Executive Session	Bressendorf: Aye Hodge: Aye Johnson: Aye Parker: Aye Skelly: Aye Struchen: Aye Wolf: Aye	Moved by Kevin Bressendorf, 2nd by Scott Struchen.	Motion to adjourn into executive session at 11:55 a.m. to discuss personnel. Motion carried.
		Present: Kevin Bressendorf, Sean Hodge, Heather Johnson, Matt Skelly, Scott Struchen, Hank Wolf	
	Bressendorf: Aye Hodge: Aye Johnson: Aye Skelly: Aye Struchen: Aye Wolf: Aye	Moved by Matt Skelly, 2nd by Scott Struchen.	Motion to reconvene into open session at 12:30 p.m. Motion carried.
		Present: Kevin Bressendorf, Sean Hodge, Heather Johnson, Matt Skelly, Scott Struchen, Hank Wolf	
Adjournment	12:32 p.m.	Moved by Kevin Bressendorf, 2nd by Scott Struchen.	Motion to adjourn. Motion carried.

Minutes typed and submitted by Caitlin Parker, Meeting, December 3, 2021 - Quorum was established