

O T T A W A VISITORS CENTER

**Board Meeting Minutes
November 27, 2017**

Present: Chair Kevin Steward, Vice Chair Matt Skelly, Secretary Karen Zemann, Executive Director Curt Bedei, Kevin Bressendorf, Mary Beth LeSeure, Scott Struchen, Hank Wolf, Chamber Director Boyd Palmer (ex-officio), City Liaison Reed Wilson, Rich Burton

Absent: Treasure DeWayne Cronkright, Mary Olson, City Liaison Reed Wilson (ex-officio), Jeff Heimsoth (ex-officio), Hans Andrews (Ex-Officio), City Liaison Nancy Stisser (ex-officio),

Meeting Called To Order 5:06pm

Subject	Discussion	Decision	Next Steps – Motion
Public Comments		N/A	N/A
Chamber Report-Palmer	Mens clothing store in December, Pilkington plant investment/operational	N/A	N/A
City Report-Wilson	Timeless has opened, mens store will be 8 th new store to open in downtown, Chris Kringle Starts, Byway is building a new web site.	N/A	N/A

Next Board Meeting	Last month, Board approved canceling December meeting. However because of an ongoing project a Monday December 18th, 2017 meeting was motioned to discuss those matters	Moved by Kevin Steward 2 nd by Mary Beth LeSeure	Motion to have a meeting on December 18 th 2017. Motioned Carried.
Next Committee Meetings	Wednesday, December 13th, 2017– Operations 2p, Marketing 3p, Funding 4p, Finance emailed	N/A	N/A
Review of Minutes		<ol style="list-style-type: none"> 1. Moved by Kevin Steward 2nd by Scott Struchen 2. Moved by Mary beth LeSeure 2nd by Hank Wolf 3. Moved by Karen Zemann 2nd by Mary Beth LeSeure 	<ol style="list-style-type: none"> 1. Motion to accept the Executive Session minutes from 9/ 25/17 Motion Carried 2. Motion to accept meeting minutes from 10/23/17. Motion Carried 3. Motion to accept the Executive Session minutes from 10/23/17 Motion Carried

Old Business	New/ renewal board members – nomination of officers New Chairman and new member needed for election in February	N/A	N/A
New Business	<p>1. Amended Funding Agreement with City of Ottawa.</p> <ul style="list-style-type: none"> A. Approval of revision B. Financial Security <p>Rich Burton updated and informed the board about the Resolution.</p> <p>2. 2018 Budget Committee – use funding committee and finance committee. 3 year plan. No vote needed</p> <p>3. December meeting – see next board meeting</p>	<p>1. Moved by Matt Skelly 2nd by Scott Struchen</p>	<p>1. Motion to accept agreement. Motioned Carried Roll call vote: Karen Z, Matt S, Hank W, Scott S, Mary Beth L, Kevin S. – all approved</p>

Directors Report	Huge interest in Chris Kringle market, Heritage Corridor offered Crowdriff, Looking for Lincoln Signs are done, Aerial America Ottawa mention, Fehr – Graham letter, Dec. 5 th Ottawa Council Meeting, 58% mobile access to website,	N/A	N/A
Committee Report	Operations – property Marketing – Building for the future, Ottawa marketed as a whole Finance emailed - SENT Funding Committee – DNM	Moved by Mary Beth LeSeure; 2 nd by Scott Struchen	Motion to place Finance report on file. Motion carried.
Adjournment	6:28pm	Moved by Kevin Steward; 2 nd by Scott Struchen	Motion to adjourn. Motion carried
Executive Session	Property – Board felt it was not necessary to go into Executive Session		

Minutes submitted by Karen Zemann and typed by Curt Bedei, Meeting November 27th, 2017 - Quorum was established