

# O T T A W A VISITORS CENTER

**Board Meeting Minutes  
November 28th, 2016**

**Present:** Chair Kevin Steward, Vice Chair Matt Skelly, Secretary Karen Zemann, Executive Director Curt Bedei, Kevin Bressendorf, Mary Olson, Hank Wolf, Scott Struchen, City Liaison Reed Wilson (ex-officio), Chamber Director Boyd Palmer (ex-officio), **Absent:** Treasure DeWayne Cronkright, Mark Stoudt, Jeff Heimsoth (ex-officio), Hans Andrews (Ex-Officio), City Liaison Nancy Stisser (ex-officio), Meeting Called To Order 5:05pm

Subject	Discussion	Decision	Next Steps – Motion
Public Comments	Tom Justice spoke to the board about the current situation involving the Canal mural. He asked that the last 3 months of the contractual notice be voided so construction may begin.	N/A	Please see new business
Chamber Report-Palmer	Boyd with Dave Noble invited new businesses to meet – job force, farm n fleet, industrial park videos	N/A	N/A
City Report-Wilson	Chris Kringle Market, 806 Fulton st building, River Cruise Ship, Craft Beer	N/A	N/A
Next Board Meeting	Scheduled for Monday Jan 23rd, 2017	N/A	N/A

Next Comittee Meetings	Wednesday, Jan 11 <sup>th</sup> , 2017– Operations 2p, Marketing 3p, Finance 4p email	N/A	N/A
Review of Minutes		Moved by Kevin Steward 2 <sup>nd</sup> by Scott Struchen	Motion to accept the meeting minutes from 10-24-16 Motion Carried
Old Business	1. Consultant for OVC 2. Rental Agreement – April 2017 Curt mentioned that a retainer was signed with Cantlin. He also gave a brief update about the new website. Plus, recommended a committee be formed to discuss options for the OVC rental	Moved by Kevin Steward 2 <sup>nd</sup> by Karen Zemann	2. Motion to form a committee to search & discuss possible new locations for the OVC. The recommended committee would be Matt Skelly, Mark Stoudt, Debbie Burns, Curt Bedei, Mayor, and other city officials

New Business	<ol style="list-style-type: none"> <li>1. Ottawa Murals – Curt gave an update about the filing and current status of paperwork for the murals that Megan Cantlin was working on. Kevin Steward asked for the contracts to be gathered and looked over in detail. The board discussed having all the murals photographed in high resolution for record. The canal mural would be first, and once it is photograph the building contractual notice can be voided for the last 3 months</li> <li>2. 2017-18 budget – finance committee will meet with Curt in January to discuss new budget.</li> </ol>	Moved by Matt Skelly 2 <sup>nd</sup> by Scott Struchen	1. Motion to approve Curt to authorize payment up to \$2,500 for a photographer to document all murals.
Directors Report	Employee evaluations, goals, objectives to be formed for 2017. Overtime policy, Heritage tour book and signage finished by years end, Rack cards for Chris Kringle Market, Holiday hours	N/A	N/A

Committee Report	Operations – Marketing – Scott spoke to Curt about objectives Finance emailed	Moved by Karen Zemann; 2 <sup>nd</sup> by Kevin Steward	Motion to place November finances on file. Motion carried.
Adjournment	6:51pm	Moved by Matt Skelly; 2 <sup>nd</sup> by Scott Struchen	Motion to adjourn. Motion carried
Executive Session			

Minutes submitted by Karen Zemann and typed by Curt Bedei, Meeting November 28th, 2016 - Quorum was established