



September 13, 2022 Meeting Minutes

Present:

Nathan Messer
Wendy McMann
Tom Santelli
Nathan Frampton
Kevin VanHorn
Jeri Day (Director)
Steve Russo (Media Director)
Audrea Racine (Attorney)

Absent:

Matt Gentry

Note: Three vacant spots on the board as of May 2021.

The Boone County Convention and Visitors Bureau met on September 13, 2022, in the Connie Lamar Room within the Boone County Annex Building. The meeting was called to order by President Nathan Messer at 4:50 p.m.

In the Matter of Consent Agenda – Director’s Report (April-July), Treasurer’s Report and Meeting Minutes (April 2022)

Tom Santelli moved to approve the consent agenda presented at today’s meeting. Nathan Frampton seconded the motion; motion carried 5-0.

In the Matter of Discussion

I. Approval of Executive Session Minutes

Item was tabled until next month.

II. Director’s / Officers Insurance

Attorney Audrea Racine presented a quote received from Dan Lamar with WalkerHughes Insurance. The breakdown of the policy would cover the board members for any type of malpractice or liability – it does not include employees. Audrea suggested adding employees to the policy. The annual premium for the board members is \$880 and it would cost an additional \$300 to include employment practices liability coverage section. Tom Santelli moved to

approve the insurance premium quote that includes the employment practices liability coverage. Nathan Frampton seconded the motion; motion carried 5-0.

III. Nondiscrimination Anti-Harassment Policy

Attorney Audrea Racine presented the nondiscrimination anti-harassment policy and complaint procedures. She asked the board to read through the policy and ask any questions at the next meeting. The policy will be on the agenda for next month's meeting to be considered for adoption.

IV. Jeri Day & Steve Russo's 2023 Contracts

Nathan Messer commented that there have been multiple discussions over the years about hiring a full-time person for the director position of the Convention & Visitors Bureau. The board would like to develop a transition plan, if this is the direction the board chooses to go. They had previously talked to Jeri about possibly going full-time and what that would look like for her. This is not something they believe could be done before year-end, so Nathan would recommend extending Jeri's contract for a 6 month period. Nathan Messer made a motion to extend Jeri Day's contract for 6 months – January 1 – on her current contract. Nathan Frampton seconded the motion. Jeri Day asked when she would need to inform the board of her decision. Nathan Messer responded that the board would put together a job description for the full-time director and advertise the open position for applicants. Jeri would apply for the position, like anyone else. If the board were to select a candidate for the position in January, and if they decided to hire someone other than Jeri, her contract would still be in effect through June 2023. Nathan Messer acknowledged that Jeri is very instrumental in the operations for the Convention & Visitors Bureau. Motion carried 5-0

Nathan Messer commented that there has also been discussion creating a full-time position for the Media Marketing Director position and building a department. A transition plan is also being considered for this position as well. The board did not vote to renew Steve Russo's contract for the Media Marketing Director during today's meeting.

In the Matter of Round Robin/Open Discussion – ideas/thoughts/future plans/etc.:

Tom Santelli commented that H&H is bringing back the horse shows to Traders Point. These events bring in a lot of equestrian people to Boone County.

Nathan Messer would like to have the revised bylaws on the agenda for next month. Matt Gentry previously stated that he would connect with Emily Styron, Mayor of Zionsville, to discuss the boards recommendation to assign two (2) board appointments to each city/town – Lebanon, Zionsville and Whitestown. There would need to be a memorandum of understanding to reflect these changes for the bylaws. Messer will also present the recommendation to the Town of Whitestown. Messer would also like to address the roles and responsibilities of the board members – specifically giving

directions/tasks to staff and attorney. For example, Tom Santelli had asked Attorney Audrea Racine to draft the nondiscrimination anti-harassment policy. Messer agreed that it was something needed to be done, but it should have been discussed and given consent by the board. Attorney Audrea Racine asked for direction on who the board should draft the roles and responsibilities. The board's decision was for Audrea and Jeri to work on a draft together and the board will comment and modify any items as they see fit at the next meeting.

Attorney Audrea Racine commented that articles of incorporation is completed and the board has received the certificate.

Wendy McMann asked Jeri to double check and make sure all the grants for this year has been paid – she's 99% sure that they have but would like verification. Tom Santelli asked when are the grants due for next year. Jeri Day confirmed at the end of January 2023.

In the Matter of New Business:

I. Pay all reoccurring monthly bills online

Wendy McMann stated that the phone bill and credit card bill are already set up for online payments. This was already previously approved when she became treasurer. Nathan Messer would like for any bills that can be paid online/ACH/wire transfer should be and recommended listing that in the bylaws.

II. ACH Transfer for Steve Russo's monthly payment

Steve Russo said don't bother. Nathan Messer stated that this would fall under the category of a bill being paid via ACH which will be written into the bylaws.

In the Matter of Old Business:

I. Withdraw money from the County

Wendy McMann informed the board that they needed with withdraw money from the County.

II. Checking and Money Markets

Wendy McMann requested to transfer the checking account and money markets to a different bank. They are currently utilizing KeyBank and the customer service has not been satisfactory. It usually takes Wendy about a half hour to deposit checks; even when she is provides the account number and shows her ID more than once during the visit. She would really like to move he accounts to North Salem State Bank. It is a local bank, with local people. They are also willing to meet our Farmers Bank savings rate of 1.5% - currently at KeyBank we are at 0.01%. Nathan Messer made a motion to pull the funds from KeyBank and open a new account at North Salem State Bank. Nathan Frampton seconded the motion; motion carried 5-0.

III. Approve 2023 Budget

Wendy McMann stated that the board needs to review and approve the budget for 2023. This will be on the agenda for the meeting next month.

IV. Consent Agenda

Nathan Messer requested adding claims to the consent agenda.

V. Innkeepers Tax Pledge to City of Lebanon for Hickory Fieldhouse

Audrea Racine advised the board to have further discussion regarding the innkeepers tax pledge to the City of Lebanon for the Hickory Fieldhouse sports facility. Rob Shine had requested an executed copy of the pledge agreement. The board had previously had some changes to the agreement. Audrea asked who should be communicating those changes to Rob? She also asked who will be presenting the recommendation to County Council for their consideration? The board determined Matt Gentry would be presenting the recommendation.

In the Matter of Public Comments:

There was no public comment at today's meeting.

With no further business, Tom Santelli made a motion to adjourn the meeting at 6:12pm. Nathan Messer seconded the motion; motion carried 5-0.

Minutes prepared by Kaylee Jessie