



December 13, 2022 Meeting Minutes

Present:

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

Absent:

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

The Boone County Convention and Visitors Bureau met on December 13, 2022, in the Connie Lamar Room within the Boone County Annex Building. The meeting was called to order by President Nathan Messer at 4:40 p.m.

In the Matter of Consent Agenda – Director’s Report (November 2022), Treasurer’s Report and Meeting Minutes (October 2022)

Tom Santelli moved to approve the consent agenda presented at today’s meeting. Wendy McMann seconded the motion; motion carried 6-0.

In the Matter of Discussion - Legal

I. Bylaws

Attorney Audrea Racine stated that the CVB bylaws need approval and they have not changed since last discussion. Wendy McMann made a motion to approve the CVB bylaws as presented. Tom Santelli seconded the motion, motion carried 6-0.

II. Board Rules and Responsibilities

Audrea stated that the Board Rules and Responsibilities will be signed by every CVB member after the first of the year once they are appointed or re-appointed. Audrea needs the document approved if there are no changes. The only item she updated since the November meeting were the terms since some will be one-year terms and some will be two-year terms. Nathan Messer made a motion to approve the Board Rules and Responsibilities as presented. Tom Santelli seconded the motion, motion carried 6-0.

III. Employment Agreement for Jeri Day (Director) and Contract for Services with Steve Russo

Audrea stated that the only other item the CVB board is waiting on her for is the Employee Handbook – Policies & Procedures. She will have that probably in January. This will be one document that will serve as a foundation to reference, it will then be the responsibility of the new executive director to bring to the board any changes to this document.

In the Matter of Old Business

2023 contracts for Jeri & Steve these have been discussed. Steve's contract is for another year as his previous contract was, with a 30-day termination clause. Jeri's is a 6-month contract with a 30-day termination clause. Nathan asked about having Jeri's contract be for a year, if 6 months from now if they don't have another director then they wouldn't need to do another contract extension. Audrea stated that they could do either way if they choose to leave as a 6-month contract they could later extend it by 3 months with board approval if needed. Nathan Messer made a motion to accept Jeri Day's 2023 6-month contract as presented. Matt Gentry seconded the motion, motion carried 6-0.

Nathan Messer made a motion to accept Steve Russo's 2023 contract for \$3,000 per month as presented. Wendy McMann seconded the motion, motion carried 6-0.

In the Matter of Member Round-Robin

Tom Santelli stated that they had a good participation with the Zionsville Christmas in the Village parade. They handed out 500 candy canes individually to each child and were out of candy canes in the first two blocks. Tom is guessing probably 15,000 people in attendance.

Matt Gentry stated that they are close to finishing the construction pad for the new Fieldhouse and hope to go vertical early 2023. There is discussion that the Lebanon Leprechauns would use this Fieldhouse. Nathan Messer made a motion to take forward the agreement that the CVB has with Lebanon for the new Fieldhouse and the hotel tax. Wendy seconded the motion, motion carried 6-0. Matt Gentry recused himself from the vote.

Kevin left the meeting at 5:14 pm

Nathan stated that they will need to meet with the Zionsville Mayor to discuss an MOU for appointments.

Jeri asked if anyone looked at the Innkeepers tax for November. There is a new hotel to open in spring and another one that just broke ground.

Steve Russo stated that he would like to thank the board for the contract he is about to sign. There are some events coming up in the first quarter. He would like to know how to move forward with boosting those posts and/or outdoor billboards. Nathan Messer stated that this can come out of the 2023 marketing budget. He is currently overhauling the website.

Jeri stated she has sent the grant reminders out.

Steve asked if they wanted to do the same three concerts that they did last year? Nathan Messer stated that they would need the information to look at in 2023 due to having new members and possibly a new director, there could be changes.

Nathan Messer wanted to take a moment to thank Tom Santelli for all he has done on the CVB. Tom thanked everyone.

Wendy stated that CVB donates money to the Sugar Creek Art Center in Thorntown, and she went to a bracelet making class there.

In the Matter of New Business

There was no new business at today's meeting.

In the Matter of Public Comments:

There was no public comment at today's meeting.

With no further business, Nathan Messer made a motion to adjourn the meeting at 5:22 pm. Tom Santelli seconded the motion; motion carried 5-0.

Minutes prepared by Lori Rapp