



## December 12, 2023 Meeting Minutes

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**Present:**

Nathan Messer

Wendy McMann

Matt Gentry

Kevin VanHorn

Donnie Lawson

Nathan Frampton

Allyson Gutwein (Executive Director)

Audrea Racine (Attorney)

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

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The Boone County Convention and Visitors Bureau met on December 12, 2023, in the Connie Lamar Room within the Boone County Annex Building. The meeting was called to order by President Nathan Messer at 4:33 p.m.

**In the Matter of Public Comments:**

No public comment.

**In the Matter of Consent Agenda – Director’s Report, Treasurer’s Report and November 2023**

**Meeting Minutes:**

Wendy McMann made a motion to approve the consent agenda. Motion seconded by Donnie Lawson. Motion carried 6-0.

**Legal Discussion:**

Attorney Audrea Racine presented a Legal Service Agreement that would be between Tayllor, Minnette, Schneider & Clutter, P.C. firm and the CVB for Audrea’s services. She is asking for the governmental rate of \$200.00. Matt Gentry made a motion to approve the Legal Services Agreement. Motion seconded by Nathan Messer. Motion carried 6-0.

Audrea looked back at Allyson's contract and there was a one-year extension clause in the contract so it does not need to be renewed until December of 2024.

Currently it is set up that any employees report to the CVB and not Allyson, so to get around that when hiring any new employees Allyson will put it in the job description that they will report to the Executive Director.

The Financial Policy will be tabled until the January 2024 meeting.

**In the Matter of Old Business:**

Halstead Architects did accept most of the changes that the CVB requested of the newly acquired office building. Some of the requested changes could not be made due to ADA standards.

**In the Matter of New Business:**

- a. Contract renewal for Executive Director was tabled. Nathan Messer made a motion to table the Executive Director's contract. Motion seconded by Wendy McMann. Motion carried 6-0.
- b. New Employee job description and hiring process for new employees. Allyson has someone in mind for a part-time position, she stated that \$30,000 - \$36,000 per year would be a decent starting range. Nathan Messer made a motion to approve \$30,000 per year for the new part time employee. Motion seconded by Matt Gentry. Motion carried 6-0.
- c. RV parking at the Fairgrounds for the eclipse. It was discussed with the Fairgrounds they wanted to have RV parking and for the CVB to manage it. Allyson feels that this is not something that the CVB is ready to take on. She would like to see a different group take this on. This could be another revenue source but feels that this is not something CVB is ready for.
- d. Indiana Antique Bicycle Club had submitted some documentation for a grant. Allyson has not seen the grant yet but stated that they had been getting a \$1,000. Wendy stated that this is not a large event, but it has grown exponentially. Nathan Messer made a motion to give the Indiana Antique Bicycle Club \$500.00 grant. Motion seconded by Nathan Frampton. Motion carried 6-0.
- e. Allyson is working with Little League & Indy Sports Corp on a grant up to \$20,000.00 for marketing specifically to get people into the Little League events. CVB would be reimbursed for what was spent on marketing. CVB is currently a free member of the Indy Sports Corp but will likely need to become a paying member.
- f. Another grant Allyson is looking into is IDDC for up to \$250,000 and this would be for renovations to the newly acquired building.
- g. Heartland Fly Fishing is moving to only a one-day event so they will reimburse the difference.

With no further business, Nathan Messer made a motion to adjourn the meeting at 5:14 pm. Motion seconded by Matt Gentry. Motion carried 6-0.

Minutes prepared by Lori Rapp