

# Natrona County Travel & Tourism Council

## Casper Area Convention & Visitors Bureau

**ANNUAL MEETING MINUTES  
TUESDAY, JULY 17, 2018 ~ 11:30 AM  
CASPER, WYOMING**

**I. CALL TO ORDER**

Chair Renee Penton-Jones called the public meeting of the Natrona County Travel & Tourism Council to order Tuesday, July 17, 2018, at 12:12 p.m. at the Casper Area Convention and Visitors Bureau. Roll call determined the presence of a quorum.

**II. ROLL CALL**

Present: Renee Penton-Jones, Natrona County  
Erik Aune, Town of Mills  
Jim Ruble, Town of Evansville  
Tiffany Gamble, Natrona County  
Kevin Hawley, City of Casper

Excused: Brad Murphy, Town of Bar Nunn  
Ken Thoren, Town of Edgerton  
Shawn Johnson, City of Casper  
Debbie Peterson, Town of Midwest

Also Present: Brook Kaufman, CEO  
Mikki Milosevic, Administrative Assistant

**III. Consent Agenda:**

- A. Moved by Mr. Hawley, seconded by Mrs. Gamble and carried without dissent to approve the agenda as presented. (Exhibit 1)
- B. Moved by Mr. Hawley, seconded by Mr. Aune and carried without dissent to approve the June 2018 minutes as presented. (Exhibit 2)

**ANNUAL MEETING/BUDGET HEARING**

ELECTION OF OFFICERS: Mrs. Penton-Jones offered a slate of candidates and asked if there were further nominations for officers; there were none. Moved by Mr. Ruble, seconded by Mrs. Gamble and carried without dissent to accept the Nominating Committee's slate of candidates and elect Renee Penton-Jones, Chair; Erik Aune, Vice-Chair; Kevin Hawley, Secretary; and Tiffany Gamble, Treasurer. (Exhibit 3)

SIGNATURE RESOLUTION: There was a discussion of authorized signatures on the checking accounts. Currently, two signers are required on checking accounts and authorized signatories are Council officers and the CACVB CEO. Moved by Mr. Hawley, seconded by Mr. Aune and carried without dissent to require two

signatures and to authorize current officers and the CEO as signatories on checking accounts. (Exhibit 4)

DEPOSITORY RESOLUTION: There was a discussion of fund depositories. Moved by Mr. Ruble, seconded by Mr. Hawley and carried without dissent to approve Bank of the West and Wyoming Government Investment Fund as depositories of Natrona County Travel & Tourism Council. (Exhibit 5)

2018/2019 DRAFT BUDGET: The Natrona County Travel and Tourism Council, a Joint Powers Board, was formed to provide for the promotion of travel and tourism within Natrona County and to administer for that purpose, the expenditure and distribution of lodging tax revenues. The proposed budget is based on the best financial information available at this time. The 2018/2019 proposed budget is based on anticipated funds available in the amount of \$1,548,819.61 from four percent (4%) tax on overnight accommodations (lodging tax). Expenditures totaling \$1,548,819.61 are focused on accomplishing the goal of generating more overnight stays. The Notice of Public Hearing and the proposed 2018/2019 budget were reviewed. Chair Penton-Jones asked if there were any public or Council comments; there were none.

Moved by Mrs. Gamble, seconded by Mr. Ruble and carried without dissent to approve the 2018/2019 budget as presented. (Exhibit 6)

**IV. TREASURER'S REPORT -- TIFFANY GAMBLE**

Moved by Mr. Ruble, seconded by Mr. Aune and carried without dissent to accept financial reports ending June 30, 2018 including CACVB checks 15605-15678 for a total of \$443,156 and CSA checks 6184-6205 for a total of \$54,936.45. (Exhibit 7) (Exhibit 8)

**V. OLD BUSINESS**

**MARKET DEMAND STUDY/PARTNER FEEDBACK:**

Ms. Kaufman informed the board that she and Mr. Hauck met with the hotels and reviewed the results of the market demand study. The information was well received.

**FINAL 2017/2018 FINANCIAL STATUS:**

Ms. Kaufman shared that the organization spent 94% of total collections on tourism promotion in 2017/2018.

**VI. NEW BUSINESS**

**BOARD OF DIRECTORS CONFLICT OF INTEREST STATEMENT:** Ms. Kaufman distributed annual Conflict of Interest Agreements to board members in attendance. It is mandatory the form be signed every fiscal year to disclose any new conflicts. Ms. Kaufman will ask absent board members to sign at the next meeting. (Exhibit 9)

**CNFR HOSPITALITY NIGHT 2019:** The board gave a thumbs up to move forward with a hospitality night at CNFR in 2019. (Exhibit 10)

**2017/2018:** Ms. Kaufman informed the board that the annual audit will take place August 27 – 31. The audit will cost around \$10,000 and will include the Casper Sports Alliance.

**STAKEHOLDER/PARTNER SURVEYS:** Ms. Kaufman asked for any board members who have not participated in the survey to please do so.

**NOTHING ADDITIONAL**

**VII. COMMUNICATIONS REPORTS:**

Staff Reports: None

Community Liaison Reports: None

**VIII. COUNCIL COMMENTS:** Mr. Hawley spoke of a plan to have an event at David Street Station for the police officer who was shot in the line of duty. He requested help from Visit Casper to promote the event.

**IX. PUBLIC COMMENTS:** None

**X. UPCOMING MEETING DATE:** The next Council meeting is Tuesday, August 28, 2018, and will convene at 11:30 a.m. at the Visit Casper office.

**ADJOURNMENT:** Moved by Mr. Hawley, seconded by Mr. Aune and carried without dissent to adjourn the meeting at 12:37 p.m. Motion carried.



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Renee Penton-Jones, Chair



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Kevin Hawley, Secretary