

CITY OF GROVE  
CONVENTION AND TOURISM BUREAU  
REGULAR MEETING MINUTES  
October 26, 2017

Jim Corbridge, Chairman, called the meeting to order. Members present were Brad Wisdom and Amelia Chamberlain and John Wells. Hitesh Patel was absent. Also in attendance were Brent Malone, Executive Director; Bill Keefer, City Manager and Debbie Bottoroff, Assistant City Manager.

Corbridge opened the floor for discussion in respect to the approval of minutes of the September 28, 2017 Regular Meeting. Chamberlain made a motion seconded by Wells to approve the minutes as presented. 4 AYE, 0 NAY, Motion carried.

Corbridge opened the floor for discussion in respect to the monthly financial reports. Keefer advised the hotel tax collection was down about \$1,500 from last year for the month of August. He explained the reduction could be caused by a variety of reasons, but more particularly it could be from the timing vendors report their tax collection information. Chamberlain made a motion seconded by Wisdom to approve the monthly Financial Report. 4 AYE, 0 NAY, Motion carried.

Corbridge opened the floor for discussion in respect to moving forward with the Partnership program. Keefer advised the Partnership program has been a topic of conversation for several months; the CTB members have previously approved documentation for the program. The purpose of this item being placed on the agenda once again was to provide members the opportunity to review the proposed documents that would be mailed out to prospective partners. Malone advised he will contact the prospective partners via phone prior to mailing the information. Keefer advised the members if they agreed with this action, any agreements from proposed partner agreements would be presented to the members for review and will require a majority vote of the members prior to approval. Wisdom made a motion seconded by Wells to authorize staff to contact prospective partners and mail information to them regarding the CTB Partnership program.

Corbridge opened the floor for discussion in respect to Kiosk options for the Travel Information Center. Malone advised members he has narrowed down the hardware to models sold by Advanced Kiosk, Olea and Meridian. Meridian is his recommendation because it operates like a main frame computer and is not dependent on a website or the Internet. In addition, Meridian has a tourism based software "Interact" that will meet the needs of the CTB. Keefer requested Malone to contact Meridian to determine if an on-site or on-line presentation of their product is available. Wells made a motion seconded by Wisdom to authorize Malone to continued pursuing the Meridian kiosk hardware and software. 4 AYE, 0 NAY, Motion carried.

Corbridge opened the floor for discussion in respect to scheduling a Special Meeting in lieu of the November and December regular meetings. Keefer advised the November regular meeting date is on Thanksgiving, and the December regular meeting date is between the Christmas and New Year's holidays. He suggested December 14, 2017 at 2 p.m. for the date of a Special Meeting. Wells made a motion seconded by Chamberlain to schedule a Special Meeting on December 14, 2017 to replace the November and December regular scheduled meetings. 4 AYE, 0 NAY, Motion carried.

**Staff Reports**

Keefer advised members that Sheldon Collings, FLW angler, qualified for the circuit and is looking for sponsors. If members are interested in providing a sponsorship Keefer will contact him and invite him to attend the December 14 meeting to present his request. Members agreed to consider his request at their next meeting.

Donnie Crain, Chamber Executive Director, requested members consider sharing the CTB logo with the chamber as well as the City to create uniformity in branding Grove. Wells asked if Grand Lake Association (GLA) should be considered as another entity to share the logo, Keefer advised, GLA represents the entire lake and the logo only represents Grove. Members were interested in the idea; Keefer advised parameters for sharing the logo would have to be established and the Council would also have to approve the idea.

**Board Reports**

Chamberlain announced Cherokee Heritage Day is November 4, 2017 at Har-Ber Village, and that will be the last day of the 2017 season. Har-Ber Village will re-open March 17, 2018, and will be celebrating its 50<sup>th</sup> anniversary with monthly events throughout the year.

**Adjourn**

Wells made a motion seconded by Chamberlain to adjourn. 4 AYE, 0 NAY, Motion carried and meeting adjourned at 2:49 p.m.