



**Thurston County Hotel & Motel Commission Meeting Agenda**  
**Monday, April 29, 2019 • 3:30 pm**

**AGENDA**

1. Welcome & Call to Order
2. Consent Calendar (items of a routine nature)
  - a. Approval of February 25, 2019 Minutes
  - b. Financials
3. STR Report
4. Marketing & Communications Report
5. Items from the Floor
6. Adjournment

**Next Meeting: June 24, 2019**





**Thurston County Hotel & Motel Commission Meeting Agenda  
OrgSupport Offices, 2102 E Carriage Drive SW, Olympia, WA  
Monday, February 25, 2019 • 3:30pm**

**ATTENDEES:** Greg Taylor, Russ Hickey, Michael Gustaves, Angie Evans, Shauna Stewart

**ACTION ITEMS**

- Shauna will see if it is possible to get a list of hotels that are reporting to STR.
- Shauna will reach out to County Commissioner and try to establish a time for him to meet with TPA.

**MINUTES**

1. Welcome & Call to Order
  - **Meeting called to order at 3:33pm**
2. Consent Calendar (items of a routine nature)
  - Approval of December 3, 2018 minutes
  - Financials
  - **Motion to approve consent calendar as presented raised, second, unanimous approval.**  
*OrgSupport will verify email addresses of all commissioners and ensure that they all receive meeting reminders and board packets.*
3. 2019 Budget Update
  - TPA does not conduct budget revisions until midyear. Shauna presented a verbal update for commissioners.
  - A formal budget revision will be presented to the TPA in the summer, and then will be presented to the board of county commissioners for approval.
  - In 2018, VCB consolidated coordinator positions when two of them became available – they have hired one staff person to take on the responsibility.
4. STR Report
  - Shauna distributed the STR Report to TPA – commissioners reviewed the data therein and indicated that their numbers reflected similar trends.
  - Russel asked if it was possible to get a list of who reports – *Shauna will follow up to see if it is possible to get a list of hotels that are reporting to STR.*
5. Marketing & Communications Report
  - Every year with the legislators coming in, the VCB offers welcome bags.
  - VCB had a team that volunteered with the Thurston County Point-in-Time Census – the VCB team was dedicated to the East Olympia side.



- On the scorecard, Group Sales Goals were previously lumped together – in this report, and on future reports, sports goals will be broken out so that it will be more transparent and easier to track throughout the month.
- We are on pace to make our annual goals based on the time of year, and based on the month of reporting,
- The strategy hasn't changed a lot since 2018. Key markets are conferences and conventions, weddings, sports organizers, and tour and travel groups.
- VCB has participated in three trade shows so far this year. One was a tourism trade show in LA, and two were wedding trade shows.
- Meetings and conventions market – VCB will continue to use our contacts with the Washington Society of Association Executives to get them to return for board meetings, workshops and annual meetings. VCB are also active with Meeting Professionals International.
- Leads that we are trying to procure – Planners involved with organizations that make sense with the industry that we have involved in our county. Thurston County would be a logical place as an information hub for that industry.
- Food Processing is also a big Thurston County Industry to tap into – that could mean doing more food shows, or agricultural type conferences.
- Washington State Trails Coalition & Washington Museum Association are being actively pursued as groups to bring events and conventions to the area.
- If there are clients that hotels are having a hard time selling, refer them to the VCB to sell Olympia as a destination.
- Sports
  - A lot of VCB sales time is being spent on sports.
  - WIAA keeps coming back to use our golf courses, which is great.
  - E-sports event discussion is in the works – there are a lot of avenues that we can go down with e-sports. VCB sent out leads for 4 e-sports tournaments last year.
  - LANFest is interested in coming to the area and is interested in Evergreen. If we can get an agreement with the college, it would be twice a year. They are currently using the Puyallup Fairgrounds and are looking to leave.
  - Flag Football World Championship Tour – Jeff is following up with them, and they are interested in coming to the area. The director loved the RAC. The event would occur over Labor Day Weekend with 30 teams and tons of spectators.
- Sports Complexes
  - Lacey has hired a consultant called Hundan and have done a phase 1 feasibility study to identify the need for a sports complex in the area. They will be embarking on a phase 2 feasibility study to put more detail and analysis about what the facility would look like, how much would it cost, what would the funding model look like.

#### 6. Items from the Floor

- *Shauna will reach out to County Commissioner and try to establish a time for him to meet with TPA.*
- Annual meeting is in May at Stanford Retreat Center at Camp Solomon Schlector. The annual meeting is titled 'Camp Beyond', and will be a TED Talk Style Format.



- Sports Awards is May 22 at SPSCC. Nominations are open for the awards. Jen Mueller will be the keynote speaker.
- Nominations will open four tourism awards next week.
- Adding Casinos to the TPA is still a work in progress – Shauna presented an update. There will be an initial meeting with the CEO of the casino, and then it will be a continuing work in progress that will take time.
- Advocacy – Are there changes and improvements coming for the DASH? Can we advocate for the benefits of tourism in Thurston County in regards to the DASH? Shauna shared that the TPA has a narrow responsibility in the scope of its duties. This is not an advocacy group, but that does not limit the ability of hoteliers to come together to advocate.
- PSE and the power situation – Russ' hotel has lost power once a month since he started. What system is there to get the power back on?

7. Adjournment

- **Meeting adjourned at 4:37pm**

**Next Meeting:** April 29, 2019

Olympia-Lacey-Tumwater Visitor & Convention Bureau  
**Profit & Loss Budget Performance**  
 February 2019

Accrual Basis

	Feb 19	Budget	% of Budget	Jan - Feb 19	YTD Budget	% of Budget	Annual Budget
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
40110 - LTAC-Lacey	0.00	0.00	0.0%	0.00	0.00	0.0%	100,000.00
40120 - LTAC-Olympia	11,289.16	9,583.33	117.8%	21,485.03	19,166.70	112.1%	115,000.00
40130 - LTAC-Tumwater	30,691.62	3,750.00	818.44%	33,081.62	7,500.00	441.09%	45,000.00
40140 - LTAC-Yelm	0.00	1,666.67	0.0%	0.00	3,333.30	0.0%	20,000.00
<b>Total 40000 - LTAC</b>	<b>41,980.78</b>	<b>15,000.00</b>	<b>279.87%</b>	<b>54,566.65</b>	<b>30,000.00</b>	<b>181.89%</b>	<b>280,000.00</b>
40210 - New Memberships	200.00	200.00	100.0%	600.00	600.00	100.0%	4,400.00
40220 - Renewing Memberships	1,296.00	1,200.00	108.0%	3,946.00	2,800.00	140.93%	17,500.00
<b>Total 40200 - Membership</b>	<b>1,496.00</b>	<b>1,400.00</b>	<b>106.86%</b>	<b>4,546.00</b>	<b>3,400.00</b>	<b>133.71%</b>	<b>21,900.00</b>
<b>40300 - Private Funds</b>							
40310 - Advertising	75.00	0.00	100.0%	575.00	0.00	100.0%	44,870.00
40320 - Event Income	0.00	0.00	0.0%	0.00	0.00	0.0%	16,900.00
40330 - In Kind Event Income	0.00	0.00	0.0%	0.00	0.00	0.0%	18,800.00
40340 - Sponsorship	0.00	0.00	0.0%	0.00	0.00	0.0%	62,500.00
<b>Total 40300 - Private Funds</b>	<b>75.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>575.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>143,070.00</b>
40410 - TPA Revenue	64,052.01	64,327.20	99.57%	136,558.58	142,059.02	96.13%	942,023.53
<b>Total 40400 - TPA Income</b>	<b>64,052.01</b>	<b>64,327.20</b>	<b>99.57%</b>	<b>136,558.58</b>	<b>142,059.02</b>	<b>96.13%</b>	<b>942,023.53</b>
<b>Total Income</b>	<b>107,603.79</b>	<b>80,727.20</b>	<b>133.29%</b>	<b>196,246.23</b>	<b>175,459.02</b>	<b>111.85%</b>	<b>1,386,993.53</b>
<b>Gross Profit</b>	<b>107,603.79</b>	<b>80,727.20</b>	<b>133.29%</b>	<b>196,246.23</b>	<b>175,459.02</b>	<b>111.85%</b>	<b>1,386,993.53</b>
<b>Expense</b>							
50110 - Advertising	6,440.62	9,968.34	64.61%	13,630.78	19,936.60	68.37%	180,385.00
50120 - Content Development	3,630.00	2,830.00	128.27%	7,260.00	5,660.00	128.27%	34,960.00
50130 - Distribution	1,057.89	0.00	100.0%	2,115.78	0.00	100.0%	15,000.00
50140 - Layout & Design	122.50	250.00	49.0%	1,190.00	1,800.00	66.11%	14,800.00
<b>Total 50150 - Media FAM Tours</b>	<b>1,549.46</b>	<b>1,066.67</b>	<b>145.26%</b>	<b>4,155.58</b>	<b>2,933.34</b>	<b>141.67%</b>	<b>15,000.00</b>
50160 - Membership & Research	1,896.57	995.00	190.61%	4,429.81	3,345.00	132.43%	20,460.00
50170 - Printing & Brochures	67.94	416.67	16.31%	484.61	833.34	58.15%	11,000.00
<b>Total 50180 - Product &amp; Development</b>	<b>510.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>510.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>16,500.00</b>
50190 - Promotional Items	0.00	0.00	0.0%	0.00	0.00	0.0%	2,000.00
<b>Total 50200 - Special Projects</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>3,000.00</b>
<b>Total 50300 - Visitor Guide</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>83,870.00</b>
50400 - Website	35,738.24	38,500.00	92.83%	42,201.15	43,880.00	96.17%	80,982.00
<b>Total 50100 - Marketing &amp; Communications</b>	<b>51,013.22</b>	<b>54,026.68</b>	<b>94.42%</b>	<b>75,977.71</b>	<b>78,388.28</b>	<b>96.93%</b>	<b>477,957.00</b>
<b>51000 - Community Relations</b>							
<b>Total 51100 - Annual Meeting</b>	<b>2,500.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>2,500.00</b>	<b>0.00</b>	<b>100.0%</b>	<b>0.00</b>
51200 - Meals & Registrations	30.36	383.34	7.92%	200.31	766.68	26.13%	4,600.00
<b>Total 51300 - Member Events</b>	<b>2,503.64</b>	<b>0.00</b>	<b>100.0%</b>	<b>2,503.64</b>	<b>0.00</b>	<b>100.0%</b>	<b>37,645.00</b>
<b>Total 51000 - Community Relations</b>	<b>5,034.00</b>	<b>383.34</b>	<b>1,313.2%</b>	<b>5,203.95</b>	<b>766.68</b>	<b>678.76%</b>	<b>42,245.00</b>
<b>Total 52100 - Tradeshow</b>	<b>1,850.03</b>	<b>1,470.00</b>	<b>125.85%</b>	<b>4,548.86</b>	<b>4,510.00</b>	<b>100.86%</b>	<b>16,685.00</b>
52200 - Event Sponsorship & Bid Fees	0.00	5,000.00	0.0%	2,500.00	7,500.00	33.33%	45,000.00
<b>Total 52300 - FAM Tours</b>	<b>0.00</b>	<b>275.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>550.00</b>	<b>0.0%</b>	<b>3,300.00</b>
52400 - Client Entertainment	0.00	500.00	0.0%	0.00	500.00	0.0%	5,350.00
<b>Total 52000 - Sales</b>	<b>1,850.03</b>	<b>7,245.00</b>	<b>25.54%</b>	<b>7,048.86</b>	<b>13,060.00</b>	<b>53.97%</b>	<b>70,335.00</b>
<b>Total 60100 - Personnel Expense</b>	<b>46,521.85</b>	<b>48,865.94</b>	<b>95.2%</b>	<b>92,760.00</b>	<b>97,731.85</b>	<b>94.91%</b>	<b>592,391.25</b>
<b>Total 60200 - Internet and Technology</b>	<b>2,621.69</b>	<b>2,825.00</b>	<b>92.8%</b>	<b>5,157.21</b>	<b>5,696.00</b>	<b>90.54%</b>	<b>33,946.00</b>
60310 - Rent & Facility Charges	5,771.16	5,834.94	98.91%	11,508.53	11,669.84	98.62%	70,019.24
60320 - Equipment	0.00	0.00	0.0%	0.00	0.00	0.0%	3,500.00
60340 - Insurance	3,065.50	258.34	1,186.62%	3,294.50	516.60	637.73%	3,100.00
60360 - Licenses & Fees	0.00	0.00	0.0%	0.00	0.00	0.0%	200.00
60380 - Postage and Shipping	250.00	100.00	250.0%	250.00	350.00	71.43%	2,100.00
<b>Total 60400 - Professional Development</b>	<b>9,008.45</b>	<b>3,500.00</b>	<b>257.38%</b>	<b>10,513.45</b>	<b>5,000.00</b>	<b>210.27%</b>	<b>12,880.00</b>
60410 - Printing	276.26	410.00	67.38%	593.67	835.00	71.1%	4,925.00
<b>Total 60500 - Professional Fees</b>	<b>106.50</b>	<b>105.00</b>	<b>101.43%</b>	<b>206.50</b>	<b>210.00</b>	<b>98.33%</b>	<b>7,475.00</b>
60550 - Repairs & Maintenance	0.00	50.00	0.0%	0.00	50.00	0.0%	500.00
60570 - Supplies	172.26	708.34	24.32%	526.72	1,416.60	37.18%	8,500.00
<b>Total 60580 - Travel Expenses</b>	<b>1,994.36</b>	<b>1,950.00</b>	<b>102.28%</b>	<b>2,370.61</b>	<b>2,400.00</b>	<b>98.78%</b>	<b>22,830.00</b>
<b>Total 60600 - Bank Charges</b>	<b>3.65</b>	<b>15.00</b>	<b>24.33%</b>	<b>34.00</b>	<b>67.00</b>	<b>50.75%</b>	<b>328.00</b>
<b>Total 60000 - Operations</b>	<b>69,791.68</b>	<b>64,622.56</b>	<b>108.0%</b>	<b>127,215.19</b>	<b>125,942.89</b>	<b>101.01%</b>	<b>762,694.49</b>
<b>610 61000 - TPA Administration</b>							
<b>Total 61105 - Marketing &amp; Operations</b>	<b>2,282.35</b>	<b>2,535.00</b>	<b>90.03%</b>	<b>2,477.20</b>	<b>2,535.00</b>	<b>97.72%</b>	<b>2,835.00</b>
<b>Total 61200 - Professional Fees</b>	<b>2,676.42</b>	<b>2,725.00</b>	<b>98.22%</b>	<b>5,335.17</b>	<b>5,450.00</b>	<b>97.89%</b>	<b>32,700.00</b>
<b>Total 61000 - TPA Administration</b>	<b>4,958.77</b>	<b>5,260.00</b>	<b>94.27%</b>	<b>7,812.37</b>	<b>7,985.00</b>	<b>97.84%</b>	<b>35,535.00</b>
<b>Total Expense</b>	<b>132,647.70</b>	<b>131,537.58</b>	<b>100.84%</b>	<b>223,258.08</b>	<b>226,142.85</b>	<b>98.72%</b>	<b>1,388,766.49</b>
<b>Net Ordinary Income</b>	<b>-25,043.91</b>	<b>-50,810.38</b>	<b>49.29%</b>	<b>-27,011.85</b>	<b>-50,683.83</b>	<b>53.3%</b>	<b>-1,772.96</b>
98100 - Interest Income	217.88	29.17	746.93%	462.31	58.30	792.99%	350.00
<b>Net Income</b>	<b>-24,826.03</b>	<b>-50,781.21</b>	<b>48.89%</b>	<b>-26,549.54</b>	<b>-50,625.53</b>	<b>52.44%</b>	<b>-1,422.96</b>

\*pending board approval



Hello Craig,

Thank you for taking the time to speak with me today! Below is a brief recap of what we discussed; let me know what questions you have.

Technology

Reliable, secure, and easily manageable email solution.

Exchange email with backwards compatibility for IMAP and POP.

50 GB of email storage per user.

100% immutable archiving that stores all emails received or sent (through Exchange and SMTP) for a minimum of 7 years (up to 50).

Pricing

Term: 3 Years



Product	Qty	Price	Prepaid Price	Line Total
<b>Email Plans</b>				
Email Plus	1	\$215.64	\$150.95	\$150.95
<b>Add-ons</b>				
Migration (One-Time)	1	\$99.99	\$0.00	\$0.00
Email Archiving	1	\$179.64	\$125.75	\$125.75

You save \$218.57 over 3 years.

Subtotal:	\$276.70
Credit:	\$0.00
<b>Total:</b>	<b>\$276.70*</b>

\*Pricing is subject to change and taxes may apply.

Expires: 05/02/2019

Term: 1 Year



Product	Qty	Price	Prepaid Price	Line Total
<b>Email Plans</b>				
Email Plus	1	\$71.88	\$47.88	\$47.88



# Thurston County Hotel & Motel Commission

## Add-ons

Migration (One-Time)	1	<del>\$99.99</del>	\$50.00	\$50.00
Email Archiving	1	\$59.88	\$59.88	\$59.88

**You save \$73.99 over 1 year.**

Subtotal:	\$157.76
Credit:	\$0.00
<b>Total:</b>	<b>\$157.76*</b>

\*Pricing is subject to change and taxes may apply.