



**Thurston County Tourism Promotion Area Commission Meeting Agenda**  
**Monday, September 21, 2015 • 11:00 am**  
**OrgSupport • 1520 A Irving Street SW, Tumwater, WA 98512**

**AGENDA**

1. Welcome & Call to Order
2. Consent Calendar (items of a routine nature)
  - a. Approval of Board Minutes from August 27, 2015
3. Commission Appointments Recommendations
  - a. Proposed Election Process
4. Set Regular Meeting Schedule and Location
5. Reports and Updates
  - a. VCB Executive Director
  - b. Hotelier Roundtable
6. Items from the Floor
7. Adjournment

**Next Meeting: TBD**



## **Thurston County Hotel & Motel Commission Meeting**

Tourism Promotion Area (TPA)

August 27, 2015 – 12:00 – 1:30 pm at

OrgSupport – 1520A Irving Street SW, Tumwater WA 98512

**Present:** Dennis Williams, Craig Ottavelli, Patrick Knutson, Denise Bagwell, Michael Davidson, Natasha Jenkins, Chami Ro, Jeetu Chandry, David Robbins, Robin Campbell, Kelly Campbell, Phyllis Brock

**Meeting Call to Order: Denise Bagwell called the meeting to order at 12:10 pm.**

### **Open Public Meetings Act Compliance:**

Craig Ottavelli shared the definition and intent of the Open Public Meetings Act and conveyed that today's meeting needs to address expired commissioner recommendations/reappointments, 2016 budget and Business Plan approval and regular meeting scheduling.

### **Regular Meeting Schedule/Location:**

Discussion followed regarding meeting requirements and purpose/function of same. The Commissioners will discuss a regular meeting schedule at the next special meeting of the Commission.

### **Logo:**

The Thurston County Hotel & Motel Commission Logo and Domain was presented and reviewed by the commissioners.

### **Management:**

The County has contracted with the OLTVCB for the management of the TCHMC. Craig explained that given the current membership there must be a quorum of three to discuss/conduct any TPA business. Discussion followed regarding the need for a set of operating procedures to govern the TPA.

### **Commission Appointments:**

Two commissioners are expired and one has left the region. The Board of County Commissioners requires a recommendation for appointments.

Reappointment terms are for three years and per County Guidelines, seven commissioners are needed; currently there are five. Given time constraints, the next special meeting of the commission will be in approximately two weeks, at which time a process for making recommendations for new commission members will be discussed.

Patrick Knutson committed to obtaining clarification from the VCB Board of Directors regarding compliance/conflicts regarding concurrent membership on the VCB Board and on the TPA Board.



**VCB Executive Director Search/Update:**

Craig and Patrick shared that there are four finalists, two local and two not, and that all are impressive candidates. The Hiring Committee will make their recommendation to the VCB Board on Tuesday, Sept 1st.

**2016 Proposed Budget Review and Adoption:**

Craig and Patrick presented the 2016 OLTVCB Budget Overview and Business Plan. The commissioners engaged in significant discussion of the draft budget. **Natasha Jenkins moved to recommend approval of the 2016 Budget and Business Plan as presented to the County Commissioners for adoption, Chami Ro seconded the motion and it passed unanimously.**

**Adjournment:**

**There being no further business, the meeting was adjourned at 1:50 pm.**



## Commissioner Nominations and Selection

### Timeline

<b>Week 1</b>	<b>Nomination Committee is Formed</b>
<b>Week 1</b>	<b>Nomination Committee Announces Request for Commissioner Nominations</b>
<b>Week 2-3</b>	<b>Nomination Committee Presents List of Nominees</b>
<b>Week 4</b>	<b>Candidates are Interviewed by the Commission</b>
<b>Week 5</b>	<b>Commission Selects and Recommends New/Reappointed Commissioners to Board of County Commission for Appointment</b>

### Process Guidelines

1. Nomination Committee, appointed by the Commission, shall consist of at least two (2) voting members of the Commission and may include one (1) or more members of the Thurston County Hoteliers Association. It shall be the committee's duty to present a slate of nominees to the Commission.
2. The Nomination Committee shall announce a request for commissioner nominations, and self-nominations, to the Thurston County Hoteliers Association and the Commission distribution list.
3. The Nomination Committee shall notify the Commission at least 1 week before the date of the interviews, with the list of nominees it proposes. The Nomination Committee shall be discharged upon the completion of the selection.
4. Nominees shall be interviewed by the Commission.
5. In the selection process, nominees identified by resolution shall be recommended to the Board of County Commissioners for appointment.
6. New Commissioners shall be announced.