



## Thurston County Hotel & Motel Commission Meeting Agenda

OrgSupport Offices, 2102 E Carriage Drive SW, Olympia, WA

Monday, September 24, 2018 • 3:30 pm

**ATTENDEES:** Jeetu Chaudhry, Chami Ro, Greg Taylor, Ryan Kang, Michael Gustaves, John Hutchings (Ex Officio), Shauna Stewart (staff), Craig Ottavelli (staff)

### ACTION ITEMS:

- Greg Taylor will work with Hotel & Motel administration to coordinate hosting the October meeting.

### MINUTES

1. Welcome & Call to Order – **Chair Kang called the meeting to order at 3:35 pm.**
2. Consent Calendar – **It was moved, second, passed unanimously to approve the Consent Calendar as presented.**
  - a. Approval of June 25, 2018 Minutes
  - b. Financials
  - c. Acceptance of Resignation by Valerie Walters, Best Western Tumwater-Olympia Inn
3. STR Report – Shauna Stewart distributed the scorecard and reported data therein.
4. Marketing & Communications Report – The VCB posted for a new marketing manager and is looking for a broadly skilled individual. A wedding planner FAM tour is happening soon. A sales mission is scheduled in Seattle the week of September 24<sup>th</sup>.
5. 2018 Mid-Year Budget Revision – Commissioners reviewed the 2018 budget, prepared approximately August of 2017. Historically the Hotel & Motel Commission has recommended a mid-year budget adjustment to ensure inappropriate amounts are not left as carryover at the end of the year. **It was moved, second, passed unanimously passed to recommend to the Board of County Commissioners a mid-year budget correction as presented.** Commissioners requested staff seek information from the Board of County Commissioners clarifying the County TPA administration charge adjustments.
6. 2019 Budget Review – Following presentation of the draft 2019 budget Shauna Stewart responded to general questions about the budget. Additional LTAC funding for sports marketing is being requested from the three principal municipalities. Commissioners discussed allocating additional funds to sports promotion. The lease for the Visitor Center is expiring. A task force is evaluating visitor center models to formulate a recommendation for how or whether to proceed with a new lease. Closing the visitor center would result in a loss of personal connection with visitors and a highly visible location. **It was moved, second, passed unanimously to recommend to the Board of County Commissioners adoption of the 2019 budget as presented.**
7. Recommendation to the Board of County Commissioners to Fill Vacant Seats – **It was moved, second, passed unanimously to nominate Gabriella Gonzales for consideration and appointment by the Thurston County Board of Commissioners.**



8. Items from the Floor

- a. *Greg Taylor will work with Hotel & Motel administration to coordinate hosting the October meeting.*
- b. Utrip Data – Commissioners received a walkthrough of the VCB website ([www.experienceolympia.com](http://www.experienceolympia.com)) and associated data. Integration with the events calendar is under development.
- c. Local Cruise – Operational matters prevented the anticipated visit by the cruise ship on September 23<sup>rd</sup>.

9. Adjournment – **The meeting was adjourned at 4:35 pm.**

**Next Meeting: October 29, 2018**