

Unalaska/Port of Dutch Harbor Convention and Visitors Bureau

Regular Meeting Minutes

Thursday, September 24th, 2009

PCR Conference Room

The September 24th, 2009 Regular meeting of the Unalaska/Port of Dutch Harbor Convention and Visitors Bureau was called to order at 6:04pm by Chairman Belinda Sunderland, in the PCR conference Room, Unalaska.

Board member Roll Call:

The following members were present for the meeting:

Nancy Peterson, Vice Chair

Belinda Sunderland, Chairman

Bobbie Lekanoff, Director

Staff present for the meeting was Brenda Wallace, Director; Sherry Fayram, Member Services Coordinator

Recognition of Visitors

There were no visitors.

Changes to the Agenda

Application for a new Board Member was added to the Agenda due to the resignation of Director, Reid Brewer.

Informational Item

Discussion of Alaska Marine Highway Interpretive Plan

Nancy led a brief discussion about the new Alaska Maritime Highway Interpretive Plan and what this means to the CVB. Nancy informed the board that Unalaska has a chance to apply for some money

through the Interpretive Plan and a committee has met. Brenda is on the committee representing the CVB.

Executive Director's Report and Update: Brenda gave an update on the following: CVB Business with conferences, the Audit, travel writers, cruise ships, our Intern leaving early and an update on our Goals and Objectives.

Action/Discussion Items

Approval of August 1st, 2009 Minutes

The minutes of August 1st, 2009 were discussed. Bobbie made the motion to accept the minutes, Nancy second the motion. Motion passed.

Discussion of August 2009 Financials

Nancy asked that we start handing out Transaction Details on extra expenditures in the Financial Statements as well as copies of our Bank Statements for review.

Committee Reports

Bobbie updated the Board on her and Reid's meeting, Bobbie emailed the board and asked them to look over the website and bring comments to the meeting. Bobbie informed the Board that she and Brenda will get together and look over comments and make changes.

Brenda updated the Board on the Advertising Committee handing out copies of the AD that we are going to be co-op with The Grand Aleutian Hotel. There were a few changes and Brenda was told to go ahead with the changes and the run the ad. Brenda then showed the board the "Unalaska throw", all agreed it will be a good item for the CVB store. Nancy asked Bobbie if there were any objections from businesses about the CVB selling items. Bobbie said that the question has been asked before and all seem to think that the CVB store is good for the community.

Unfinished Business

There was no unfinished business to discuss.

New Business

Board Retreat

Nancy suggested bringing in a qualified facilitator to do an "on-site" Board Retreat. Belinda thought the idea was awesome and we are waiting on a list of names from Brenda.

Visitor Guides

Brenda informed the Board that we are getting ready to put our 2010 Visitor Guides together and requested 3 RFP's within Alaska to produce our Guide as well as talking with Horizon Lines about shipping prices and/or discounts.

Annual Membership Meeting

Brenda informed the Board that we are approaching our Annual Meeting in June and starting the new Board Seats to begin in July after the meeting. The decision was made to discuss further details at the Board Retreat (date TBA).

City Presentation, October 27th, 2009

Belinda will be giving the City Council an update about the CVB. Board asked Brenda to call the City and make sure we had a scheduled time slot for a presentation.

Community Visions Project

Brenda handed out the Unalaska CVB 2001 "Community Vision/Long range Plan" to the Board. Board looked over the 2001 Community Visions Plan and discussed a revision for 2010.

Policies & Procedures regarding complaints

Brenda brought before the Board Policy & Procedures regarding complaints against a member of the CVB. Nancy suggested doing some research on what other CVB's do regarding these issues. Brenda is to report back to the Board on her discoveries.

Application for new Board Member

Board discussed the route to take on getting a new Board Member to replace Reid Brewer who chose to resign due to too many conflicting schedules. Brenda was asked by the Board to prepare a PSA on the open position and to get together an application for a replacement.

Community Input

There was no input.

Board Members Comments

None.

Adjourn

Meeting was adjourned at 8:03PM by Belinda Sunderland.

Next Meeting of the UPDHCVB will be October 22nd, 2009

Brian Stockman
Secretary 2009-10

Date: _____

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