

Unalaska/Port of Dutch Harbor Convention and Visitors Bureau

Regular Meeting Minutes

Thursday, May 14th, 2009

PCR Conference Room

The May 14th, 2009 Regular meeting of the Unalaska/Port of Dutch Harbor Convention and Visitors Bureau was called to order at 6:00pm by Chairman Belinda Sunderland, in the PCR conference Room, Unalaska.

Board member Roll Call:

The following members were present for the meeting:

Reid Brewer, Director

Nancy Peterson, Vic Chair

Belinda Sunderland, Chairman

Brian Stockman, Sec/ treasure

Absent from the meeting:

Bobbie Lekanoff, Director

Staff present for the meeting was Brenda Wallace, Director

Recognition of Visitors:

Rhonda Wayner, Book keeper

Changes to the Agenda:

There were no changes to the Agenda

Informational Item

Nancy Peterson gave an update on Non Profit Board training that the City held on April 24th 2009, Nancy handed out handouts that were given during the training and the CVB Office has one on file for further reference. Nancy recommended that next year more of the board members try to make the training.

Executive Director's Report was sent out with the Agenda and there were no questions.

Action/Discussion Item

Approval of March 19th, 2009 Minutes: The minutes of March 19th 2009 were discussed. Reid Brewer made the motion to accept the minutes, Nancy Peterson second the motion. Motion passed

Approval of the April Financial Report: Rhonda Wayner the UPDHCVB bookkeeper went over the highlights of April's financials there were no questions and the report will be filed for audit.

Key Bank Debit card: Brenda referred to the Draft that was included in the board packet. Brenda had written some Debit policies, the Board had a discussion and felt that at this time there was no true need for a debit card and that the staff and board can be reimbursed within two weeks after making a purchase as long as the appropriate back up information is submitted.

Nominations and vote for new chair, vice-chair, sec/treasure: Belinda for Chair, Nancy for Vice-Chair and Brian for Sec/Treasure, it was a concur vote for the new Executive Board of Directors for 2009-2010 year.

Bookkeeper: The discussion was to release some of the work from Arctic Tern Bookkeeping and allow staff to take over certain duties of the bookkeeping. (The CVB is in contract with Arctic Tern and Arctic Tern Bookkeeping is moving to Anchorage). Rhonda assured the board that the CVB staff was capable of doing the work and she would be able to do the quarter tax reports and year end reports for us in Anchorage. Board members agreed that CVB staff would take on the bookkeeping task, all agreed that the Arctic Tern contact needed to be reviewed and updated to specify the work Arctic Tern would perform for the CVB. The contract will be reviewed at the July meeting.

Debrief Wine Event: The board discussed the Wine Tasting Extravaganza. Over all it was considered a successful event raising more money than ever before, the Board thanked Brenda for her organizing and execution of the event. It was suggested that next year we hold the event in May instead of April, thus making a lighter load for the Sponsor K & L Distributors. It was also suggested that the silent auction items should be spread out next to the different wine pouring stations and not all in one spot. It was also agreed that as soon as we get a date for next year we need to place it on all the different community calendars.

Set date for "cleaning the attic": Brenda invited the board to clean the attic with her and staff. Brenda informed the board that she was going to explore what has been stored in the attic and straighten it out some . s

City Lease: The yearly City Lease is due in July, it was agreed to renew the City lease.

Set the years meeting dates: A discussion about how often does the Board want to have meetings, after a brief discussion it was agreed to have then by monthly. Brenda will send out a yearly meeting schedule. The meetings will be on the third Thursday of the month allowing staff time to have counts and financials ready for the meetings.

Next Meeting of the UPDHCVB will be July 16th, 2009 at the PCR Conference Room

Date: _____

Brian Stockman

Secretary 2009-10

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