

Unalaska/Port of Dutch Harbor Convention and Visitors Bureau

Regular Meeting Minutes

Thursday, March 19th

PCR Conference Room

The March 19th, 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:

Chris Graves, Director

Roberta Lekanoff, Sec/Treas

Nancy Peterson, Vic Chair

Belinda Sunderland, Chairman

Absent from the meeting:

Reid Brewer, Director

Staff present for the meeting was Brenda Wallace, Director

Recognition of Visitors:

Billie Jo Gehring, Aleutian Expeditors

Brian David Stockman, Grand Aleutian

Rhonda Wayner, Book keeper

Changes to the Agenda:

There were no changes to the Agenda

Introduction of the New Executive Director:

Belinda Sunderland introduced the new ED Brenda Wallace

Action/Discussion Items:

Approval of February 19th, 2009 Minutes: The minutes of February 19th 2009 were discussed and corrections were made; second page under Grant in Aid Update it was suggested that the word “ and” be taken out of the sentence. Bobbie Lekanoff made the motion with corrections to accept the minutes, Nancy Peterson second the motion. Motion passed

Approval of the February 2009 Financial Report: Rhonda Wayner the UPDHCVB bookkeeper went over the highlights of February’s financials, Nancy Peterson moved to approve the financials for audit and Bobbie Lekanoff second the motion. Motion passed

Annual Meeting and Wine Tasting: Chris Graves updated the board with the wine choices, it was narrowed down to either California or European Wines, Chris expressed hope that before the 28th of March she would know more. The board discussed and planed the annual meeting before the wine tasting, Brenda was instructed to draft a letter for the general meeting; Bobbie showed the board a draft of the ballot for voting and informed the board that voting would stop at 6:30 pm on the 18th; members could drop off their ballots at the general meeting. Discussion on what to do for the give-away’s, it was suggested that we keep the wine charms and look for wine stoppers for this year’s event. The Theme was agreed to be in connection with Alaska’s 50th Anniversary, Brenda was directed to look into the logo for the printing of the tickets.

Key Bank Debit card: Belinda Sunderland opened up the discussion about the UPDHCVB having a debit card for use of purchase. After concerns were voiced, it was agreed to continue looking into policies and procedures that would keep control of use of the card if the Board would allow such use. Billie Jo Gehring offered to give the Board some policies she uses for other non profits. This item was tabled until more information can be given to the board.

Website Contract Update: Nancy Peterson gave an update and went over the draft agreement between the UPDHCVB and BCT Consulting. Chris Graves made a motion to accept the contract Bobbie Lekanoff second the vote. A roll call vote was called for and the approval was unanimous. Nancy said that she would have the contract mailed off and Brenda was directed to set up a phone call with the board members and staff of BCT.

Next Meeting of the UPDHCVB will be May 14th, 2009 at the PCR Conference Room

In-Kind Hours Report: The Board discussed the in-kind hours that they give to the UPDHCVB; Brenda Wallace suggested that using an official form to track hours would be ready for use at the next UPDHCVB meeting.

