

Greene County Tourist Promotion Agency
Board Meeting Minutes
Wednesday, January 12, 2022

Present

Dan Bazzoli, Don Chappel, Casey Durdines, Ben McMillen, Liz Menhart, Kevin Paul, and Blair Zimmerman. Staff: JoAnne Marshall. Guest: Bret Moore and Nathan Pierce.

Absent

Jared Bennett, Derek Garcia, Courtney Hursey, Christy Orndorff, Deneen Rhodes, and Shelley Younken.

Quorum Present? Yes

CALL TO ORDER:

1. Ben McMillen called the meeting to order at 3:31 p.m.
2. Casey Durdines made the motion and Dan Bazzoli seconded to appoint Deneen Rhodes as Vice-President and Kevin Paul as Secretary/Treasurer. Vote was unanimous.
3. Blair Zimmerman made the motion and Dan Bazzoli seconded to appoint the following committee chairs: Courtney Hursey, Advertising; Don Chappel, Bylaws and Finance; Ben McMillan, Fundraising; Dan Bazzoli, Grants; JoAnne Marshall, Hotel/Motel; Kevin Paul, Long Range Strategic Planning; and Deneen Rhodes & Courtney Hursey, Partnership. Vote was unanimous.
4. Blair Zimmerman made the motion and Dan Bazzoli seconded to approve the December 8, 2021 meeting minutes. Vote was unanimous.

ACCOUNTS RECEIVABLE

1. Kevin Paul reported the ending balance for the following accounts as of December 31, 2021: Hotel/Motel Tax Account at \$145,721.75; TPA Fundraising Account at \$42,029.56; and TPA Money Market Savings Account at \$11,008.95.

ACCOUNTS PAYABLE

1. Casey Durdines made the motion and Dan Bazzoli seconded to change the signatories to the Community Bank Fundraising Account to JoAnne Marshall, Ben McMillen, Deneen Rhodes, and Kevin Paul. Vote was unanimous.
2. Casey Durdines made the motion and Dan Bazzoli seconded to approve the January 12, 2022 Disbursement Request (Attachment 1) totaling \$13,821.24. Vote was unanimous.

DIRECTOR REPORT

1. The Controller's Office held their 4th Quarter audit of our office on December 16th. No further action is needed.
2. Our intern, Emma Herrle, has returned for the spring semester and will be working in the afternoons with the exception of Wednesdays.
3. Outstanding projects to be completed include the Visitor Guide, Restaurant Brochure, Ohio Amish Country bi-fold, Bandwango Passport project, and Signage. Future projects include the Civil War Trails, brochure distribution centers, YouTube videos, and American250PA. Priorities will be summarized and presented at the next board meeting.

COMMITTEE REPORTS

Advertising

1. Kevin Paul made the motion and Casey Durdines seconded to pursue a submission of three sign proposals to the Civil War Trails at \$2,600 design and installation per sign plus \$200 annual membership fee per sign. Vote was unanimous.

Bylaws

1. Nothing to report at this time. Committee report will be added to agenda as needed.

Finance

1. Nothing to report at this time.

Fundraising

1. Nothing to report at this time.

Grants

1. Nothing to report at this time. Committee report will be added to agenda as needed.

Hotel/Motel Tax

1. Hotel occupancy for November 2021 was 47.6%, average daily room rate was \$84.69, the revenue per available room was \$40.27, and the number of rooms sold were 5,421.
2. Kevin Paul made the motion and Dan Bazzoli seconded to renew the annual subscription to the STR Monthly Trend Destination Report at \$2,500. Vote was unanimous.

Long-Range Planning

1. Nothing to report at this time.

Partnership

1. Partnership renewals will go out towards the end of January. The Visitor Guide has been delayed due to paper supply of the paper required.

OLD BUSINESS

1. Kevin Paul made the motion and Don Chappel seconded to approve the 2022 Board Meeting dates for 3:30pm on the 2nd Wednesday of each month at the Greene County Fairgrounds with the exception of August and October that will be held on the 3rd Wednesday. Vote was unanimous.

NEW BUSINESS

1. Don Chappel made the motion and Kevin Paul seconded to approve a letter of support for Greene County's Wisecarver Eco-Tourism Initiative EDA Grant Application. Vote was unanimous.

PUBLIC COMMENT

1. Nathan Pierce introduced himself and gave a summary of his past project of bike donations for kids at Christmas. He has ideas to continue the project under a non-profit status plus opportunities for generating locations for kids to use their bikes.

ADJOURNMENT

1. The meeting adjourned at 4:41 p.m. by a motion from Don Chappel. The next meeting is scheduled for the Greene County Fairgrounds on Wednesday, February 9 at 3:30 p.m.

Minutes submitted by JoAnne Marshall, Tourism Director.

Greene County Tourist Promotion Agency
Disbursement Request - FY 2022 - Q1
Wednesday, January 12, 2022

Date	Invoice #	Vendor	Memo	Account	Amount
08/01/2021	2339	County of Greene General Fund	August Windstream	HM	0.04
09/30/2021	2349	County of Greene General Fund	September Cell Phone	HM	42.28
09/30/2021	2358	County of Greene General Fund	September Postage	HM	384.27
10/31/2021	2355	County of Greene General Fund	October Copier & Color Copies	HM	268.58
10/31/2021	2356	County of Greene General Fund	October Windstream	HM	15.29
10/31/2021	2359	County of Greene General Fund	October Postage	HM	118.28
10/31/2021	2361	County of Greene General Fund	October Cell Phone	HM	42.24
11/30/2021	2354	County of Greene General Fund	November Payroll	HM	3,768.78
11/30/2021	2357	County of Greene General Fund	November Windstream	HM	15.13
11/30/2021	2360	County of Greene General Fund	November Postage	HM	47.60
11/30/2021	2362	County of Greene General Fund	November Cell Phone	HM	42.24
11/30/2021	2364	County of Greene General Fund	November Copier & Color Copies	HM	277.55
12/15/2021	146K-14DP-VNP6	Amazon Capital Services	Camera Supplies	FR	227.98
12/15/2021	58626	Miles Media Group, LLLP	PA Happy Traveler 2022 - Half Page	HM	3,075.00
12/29/2021	2363	County of Greene General Fund	December 1-29 Payroll	HM	3,807.55
12/31/2021	AMEX-December	County of Greene General Fund	American Express (December 2021)	HM	426.58
01/01/2022	4223	Greene County Chamber of Commerce	2022 Chamber Dues	HM	100.00
01/01/2022	GCT0122P	Pennsylvania On Display	PA Distribution (Jan 2022)	HM	336.00
01/01/2022	INV10-014070	CTM Media Group Inc.	Ohio Distribution (Jan 2022)	HM	324.59
01/04/2022	9179	Observer-Reporter	2022 January Meeting Legal Notice	HM	51.26
01/05/2022	52294	Direct Results	GreeneScene 1/4-page Ad (Holiday II)	HM	450.00

Total **\$13,821.24**

Legend

HM	Hotel/Motel Tax Account
FR	TPA Fundraising Bank Account