

Greene County Tourist Promotion Agency

Board Meeting Minutes

Wednesday, May 8, 2019

Present: Ann Bargerstock, Nicole Mitchell, Justin McWilliams, Deneen Rhodes, Lauren Stauffer, Lorinda Trovato, Sandy Wilson, and Blair Zimmerman. Staff: JoAnne Marshall.

Absent: Jennifer Adamson, Courtney Hursey, and Adam Stokes.

Quorum Present? Yes

CALL TO ORDER:

1. The meeting was called to order at 3:33 p.m. in the 2nd floor conference room of the County Building.
2. Lauren made a motion and Sandy seconded to void the \$900 expense payment to Central Cap Company on the April 10, 2019 Disbursement Request. The vote was unanimous.
3. Blair made a motion and Lorinda seconded to approve the April 10, 2019 meeting minutes. The vote was unanimous.

ACCOUNTS RECEIVABLE:

1. As of April 30, the Hotel/Motel 3% Tax bank account ending balance is \$114,766.27; the TPA Fundraising Account ending balance is \$42,963.74; and the TPA MMA Savings Account ending balance is \$10,975.14.

ACCOUNTS PAYABLE:

1. Blair made a motion to approve the May Disbursement Request sheet (attached) and Lauren seconded. The vote was unanimous.

DIRECTOR MONTHLY REPORT:

- Tanner McKnight began the summer intern position on Monday, May 6 and is hard at work on several projects including creating “fact” sheets for the hotels.
- Jane attended the First Friday event on May 3 in Washington and it went well even with the stormy weather conditions. Several people picked up information.
- The Greene County Commissioners proclaimed May 5-11 as National Travel & Tourism Week during their meeting on May 2.

COMMITTEE REPORTS:

Advertising & Promotion:

Nicole made the motion and Deneen seconded to purchase the following as recommended by the committee:

1. Half-page and 12,000 digital impressions in Butler Eagle & Cranberry Eagle's "100 Things to Do Summer 2019" for \$570.
2. Full-Page in Observer Reporter's Corks & Kegs Festival Guide for \$300.
3. Social media movie production by Memories & Melodies for up to \$500 per video.
4. Vendor Booth space at the Washington County Auto Show on June 8 for \$50.

Bylaws: *Nothing at this time.*

Finance: *Nothing at this time.*

Fundraising: *Nothing at this time.*

Grants: *Nothing at this time.*

Hotel/Motel Tax: Hotel occupancy for March 2019 was 67% with an average daily room rate of \$79.73 and revenue per available room at \$54.18.

Long-Range/Strategic Planning: *Nothing at this time.*

Partnership: *Nothing at this time.*

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OLD BUSINESS:

1. The Tourism Quarterly Meeting will be on Wednesday, May 15 from 5 to 7 p.m. at the Greene County United Way.

NEW BUSINESS:

1. Blair informed the board that Jennifer Adamson has turned in her resignation due to work commitments. Nick Koester has also resigned due to a work relocation to California. Suggestions to fill the vacancies will be submitted to the Commissioners.
2. The Greene County Historical Society Museum is up and running for the season. Under the new executive leadership of Matt Cumberledge, there has been extensive changes and updates to the exhibits. It is highly recommended to take a visit!

PUBLIC COMMENT:

None

ADJOURNMENT:

1. The meeting adjourned at 3:48 p.m. by a motion from Blair. The next meeting will be Wednesday, June 12 at 3:30 p.m. in the 2nd Floor Conference Room of the County Building.

Minutes submitted by JoAnne Marshall.

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Revised
2:42 PM
5/8/2019

Greene County Tourist Promotion Agency
Disbursement Request - FY 2019 - Q2
May 8, 2019

Date	Invoice #	Vendor	Memo	HM	FR	MM	Amount
04/12/2019	2127	County of Greene General Fund	Sales Tax	X			8.60
04/17/2019	2078	Greene County Chamber of Commerce	Chamber Directory - Full Page Ad	X			250.00
04/22/2019	2129	County of Greene General Fund	April Windstream	X			17.83
04/22/2019		Lalck Design	Domain Name Renewal	X			35.00
04/30/2019		JoAnne E Marshall	Facebook Advertising (1/1/19-4/30/19)	X			30.00
04/30/2019		Jerry Hardy	Sale: 1 "Greene from the Blue" book	X			25.00
04/30/2019		Jim Hoy	Sale: 4 "A Village Called Brave" books	X			160.00
04/30/2019		Jim Weinschenker	Sale: 1 "Waynesburg & Washington Railroad-Second Number 4" book	X			25.00
05/01/2019	01S-178832	CTM Media Group Inc.	May Ohio Amish Country Distribution	X			482.50
05/01/2019	2131	County of Greene General Fund	May Avaya	X			14.78
05/01/2019	2132	County of Greene General Fund	May Copier	X			337.49
05/01/2019	9791	PA Restaurant & Lodging Association	Dues Renewal DMO	X			768.00
05/01/2019	GCTPA0519P	Pennsylvania On Display	April Brochure Distribution	X			336.00
05/03/2019	AMEX Constant Cont	County of Greene General Fund	Constant Contact - Prepaid 6 month subscription	X			90.00
05/07/2019	2132	Greene County Chamber of Commerce	May Luncheon and May Chamber After Hours	X			30.00
05/07/2019	2133	County of Greene General Fund	April Payroll	X			3,776.76
05/07/2019	2134	County of Greene General Fund	April Postage	X			544.56
05/08/2019	359833	Direct Results	Embroidered Polos (6 qty)	X			169.00

TOTAL REQUESTED THIS REPORT \$7,100.52

Compiled by: _____
 Payment Authorized by: _____
 Payment Authorized by: _____

HM= Hotel/Motel Tax Account
 FR= TPA Fundraising Account
 MM= TPA Money Market Account





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