

**Greene County Tourist Promotion Agency**  
**Board Meeting Minutes**  
**Wednesday, December 14, 2022**

**Present**

Dan Bazzoli, Don Chappel, Casey Durdines, Liz Menhart, Ben McMillen, Kevin Paul, Deneen Rhodes, and Blair Zimmerman. Staff: JoAnne Marshall.

**Absent**

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

**Quorum Present?** Yes

**CALL TO ORDER:**

1. Ben McMillen called the meeting to order at 3:31 p.m.
2. Blair Zimmerman made the motion and Casey Durdines seconded to approve the November 9, 2022 meeting minutes. Vote was unanimous.

**ACCOUNTS RECEIVABLE**

1. JoAnne Marshall reported the ending balances as of November 30, 2022 were: Hotel/Motel Tax account at \$248,389.74; TPA Fundraising at \$18,503.33; and TPA Money Marketing Savings Account at \$10,983.99.
2. Blair Zimmerman made the motion and Don Chappel seconded to have JoAnne Marshall and Elizabeth Menhart as the only two signatories to the Community Bank Money Market Account to help close the account. Vote was unanimous.

**ACCOUNTS PAYABLE**

1. Casey Durdines made the motion and Dan Bazzoli seconded to approve the December 14, 2022 Disbursement Request (Attachment 1) totaling \$12,944.65. Vote was unanimous.

**DIRECTOR REPORT**

1. JoAnne Marshall reported that Jesse Cain is interested in returning to work at the Tourism Office for the Spring 2023 semester.

**COMMITTEE REPORTS**

**Finance**

1. Nothing to report at this time.

**Advertising**

1. Liz Menhart made the motion and Casey Durdines seconded to print the 2023 Visitor Guide at MPB for \$19,100. Vote was unanimous.
2. Blair Zimmerman made the motion and Kevin Paul seconded to the CTM Media Group's 2023 brochure distribution program with Ohio AAA, I-70/I-77 Interstate Hotels, and Ohio's Amish Country for \$7,245. Vote was unanimous.
3. Kevin Paul made the motion and Deneen Rhodes seconded to approve the renewal of the PA on Display 2023 visitor guide distribution proposal at 6 locations and add 2 more locations for \$56 per month per location. Vote was unanimous.
4. Kevin Paul made the motion and Dan Bazzoli seconded to advertise with New South Media in 2023 with full page ads in 4 issues of Morgantown Magazine, 4 issues of WV Living and 1 issue of WV Weddings for \$11,950. Vote was unanimous.

**Fundraising**

1. Nothing to report at this time.

**Hotel/Motel Tax**

1. Hotel occupancy for October 2022 was 56.2%, average daily room rate was \$98.09, the revenue per available room was \$55.11, and the number of rooms sold were 6,618.
2. Don Chappel made the motion and Kevin Paul seconded to approve the renewal of the STR Destination Report from STR, LLC for \$2,940. Vote was unanimous.

**Long-Range Planning**

1. Nothing to report at this time.

**Partnership**

1. Deneen Rhodes shared that the Annual Partnership Meeting went well under the circumstances. Plans are already underway for the 2023 meeting.

**OLD BUSINESS**

1. Discussion was held on possible board member nominations for the 2023-25 term.

**NEW BUSINESS**

1. Kevin Paul made the motion and Liz Menhart seconded to appoint Deneen Rhodes as president of the board for 2023. Vote was unanimous.
2. Don Chappel made the motion and Casey Durdines seconded to approve the 2023 board meeting schedule. Meetings will be held at 3:30 pm on the second Wednesday of each month. Exception to the schedule is August which will be held on the 16th. Vote was unanimous.

**PUBLIC COMMENT**

1. No public comment was made.

**ADJOURNMENT**

1. The meeting adjourned at 4:04 p.m. by a motion from Casey Durdines and seconded by Liz Menhart. The next meeting is scheduled for the Greene County Fairgrounds on Wednesday, January 11 at 3:30 p.m.

*Minutes submitted by JoAnne Marshall, Tourism Director.*

**Greene County Tourist Promotion Agency**  
**Disbursement Request - FY 2022 - Q4**

**Tuesday, November 8, 2022**

<b>Date</b>	<b>Invoice #</b>	<b>Vendor</b>	<b>Memo</b>	<b>Account</b>	<b>Amount</b>
09/27/2022		Steve Barrett	Stories: Harvest Festival	HM	100.00
11/10/2022	2430	County of Greene General Fund	October Cell Phone	HM	42.16
11/10/2022	12108	Business View	Greene County Airport Feature - Bronze Ad	HM	1,550.00
11/15/2022		4 Seasons Rentals	Annual Partnership Meeting - Linen Rental	FR	117.00
11/15/2022		5 Kidz Kandy	Annual Meeting - Catering Soup & Dessert	FR	1,274.25
11/15/2022		Adamson Pottery	Annual Meeting - Catering Wraps	FR	320.00
11/15/2022		Adamson Pottery	Annual Meeting - Custom Pottery (75 qty)	FR	750.00
11/15/2022		Hilltop Packs Coffee Co	Annual Partnership - Coffee Service	FR	120.00
11/15/2022		LPS Guitar	Annual Partnership Meeting - Music & Equipment	FR	250.00
11/16/2022	AMEX- November	County of Greene General Fund	American Express (November 2022)	HM	1,210.73
11/16/2022		Greater Moundsville CVB	2023 Visitor Guide - Full Page Ad	HM	1,500.00
12/01/2022	GCTPA1222P	Pennsylvania On Display	PA Distribution (Dec 2022)	HM	336.00
12/01/2022	INV10- 021577	CTM Media Group Inc.	Ohio Distribution (Dec 2022)	HM	324.51
12/15/2022	73803	Miles Media Group, LLLP	PA Happy Traveler 2023 - Full Page	HM	5,050.00

**Total** **\$12,944.65**

**Legend**

HM            Hotel/Motel Tax Account  
FR            TPA Fundraising Bank Account