Joplin Convention & Visitors Bureau
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JCVB- Advisory Board Meeting
Minutes
November 20, 2018

Attendees:	Chair: Mike Wilson, Co-Chair: Kevin Greim, Sec: Miranda Comer, Bob Kluth, Lynn Weathers, Traci Palmer, Mike Greninger, Crystal Albright, and Councilwoman Melodee Colbert-Kean
Absent:	Denise DuBois, Ginger LaMar, and Jeremy Nienkamp
Staff:	Patrick Tuttle
Guest:	None
Location:	Joplin City Hall, 5th Floor, Informal Chamber

I. Chair Wilson called the meeting to order at 3:02 p.m.

II. Approval of the October 2018 minutes:

Mr. Greim motioned to accept, Ms. Weathers second; unanimously approved 8-0-3.

IV. Discussion of CVB Structure and Market Development:

Mr. Tuttle walked the board through three administrative documents that were updated in each member's binder – 2019 Board Meeting Calendar, the adopted FY19 CVB Budget, and the Advisory Board's appointment/expiration roster.

Regarding the calendar, Mr. Tuttle informed the members that at the February 2019 meeting he will provide a budget worksheet showing what areas the board can have influence with and areas that are fixed. Also, at this meeting decisions will need to be made regarding any changes to the grant application/selection process for FY2020.

V. Discussion on DOS Job Description:

Mr. Tuttle presented an edited version of the Director of Sales (DOS) job description. These edits were mostly cosmetic with limited impact on duty changes. One significant change was removing the word "convention" in a few statements and inserting "tourism" or "meeting", such as:

> *Responsible for promoting and selling the Joplin region as a convention (TOURISM) destination to meeting professionals within the tourism industry.*
>
> *Maintains close working relationships with area hotels, convention (MEETING) space, banquet centers and area attractions. Serves as liaison between clients and these facilities.*

The biggest change will be formally titling the DOS as the Assistant Director of the CVB. This was already a practice; being the DOS is the other salaried employee, but this change will make it official in the absence of the Director.

The DOS job description as well as the Senior Clerk and Director's will be presented to the COJ Personnel Board on December 11th for their approval and advancement on to City Council for final action. Nothing in the changes alter existing pay ranges.

V. Election of 2019 Officers:

Chairman Wilson reminded the members that at the December meeting officers for 2019 will need to be elected. There was some discussion from the members. Mr. Tuttle stated that the Board has typically kept the same officers for two consecutive year, should the members concur. Mr. Greninger asked if the current three – Chair Mike Wilson, Co-Chair Kevin Greim, and Secretary Miranda Comer would continue to serve as such. They all three accepted to continue. Mr. Greninger made a motion to proceed and elect them as the officers for the 2019 year, second by Ms. Palmer; unanimously approved 8-0-3.

VI. December Board Appreciation:

Mr. Tuttle reminded the members of the December Board Appreciation, 11:30 on Wednesday, December 19th at Emerson & Finn's.

VII. Other Business:

Special Olympics - Mr. Greninger asked if Special Olympics would qualify to request Grant Funds for a September 2019 event. Mr. Tuttle said that would be a decision of the board but did confirm funds were available since the FY19 allocation was not fully awarded. Special Olympics would need to make a written request detailing their use of the funds. Mr. Tuttle asked if this would be an event to replace Guilty by Association. Mr. Greninger stated that it would be the Truck Convoy portion of the event and bring several hundred truckers to the market. Mr. Greninger will get in touch with S.O. for them to make a formal request for funding.

St. Mary's Cross - Mr. Tuttle was asked if anything ever came from the interest in supporting the improvements of the grounds around the St. Mary's Cross - this being a point of interest in telling the 2011 tornado story. The last time he spoke with Fr. Justin it was in the hands of the Parrish Council, but they were focused on finishing the new church and grade school. Mr. Tuttle said he will follow back and get an update.

VIII. Having no further business before the Board, Chair Wilson adjourned the meeting at 4:08 p.m.

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Respectfully on behalf of Secretary Comer.

Mike Wilson
Chair

Patrick Tuttle
JCVB Director