

These minutes are not the official record until final approval at the next board or committee meeting and all minutes may be changed until officially approved.

COMMITTEE REPORT

COMMITTEES: **Joint Meeting of Appointed DMO Directors; County Special Committee; & City Special Committee**
DATE/TIME: April 5, 2016 @ 6:00 p.m.
LOCATION: City Hall, Galena, IL
CHAIRPERSON: Todd Lincoln
PRESENT: Todd Lincoln, Jerry Westemeier, Robert Hahn, Brad Petersburg, Erin Murphy, Colin Sanderson
ABSENT: Steve McIntyre; RJ Winkelhake
GUESTS: Katherine Walker, Hal Gilpin, Chris Hamilton, Dan Burke

1. **Minutes Approval**

- a) Brad moved to approve the March 9, 2016 Meeting Minutes; Robert seconded; motion carried.

2. **Citizens' Comments** - none

- 3. **Unfinished Business** – Brad converted Exhibit A of the LOI into a checklist that the group can use to monitor progress. At this point, only Step 1 (Execute the LOI) has been completed. Progress on the next steps is reported below under new business.

4. **New Business**

- a) A report from the Appointed Directors was handed out and reviewed. Brad reported that a copy of the VG and CVB stakeholder databases was requested and received, then merged and sorted to create a preliminary list of eligible voters for the election of Elected Directors to the new DMO Board. Emails and a press release have been issued to help ensure all eligible voters wishing to participate in the election are on the list. The Appointed Directors have adopted a few policies and procedures to manage the election process in compliance with the LOI. Colin has created a Constant Contact account to issue mass emails to the voter list. He reported on results and responses from the initial email. Further, he reported on the timeline for a follow-up email, sending ballots and other dates related to the election. The Appointed Directors expect to be able to announce the results of the election on May 6th and hold an initial meeting of the full board shortly thereafter.
- b) There was no report from the County. Brad had not spoken with County staff recently and RJ and Steve were not in attendance at this meeting. Brad suggested that he, Steve and/or RJ meet with County staff in the near future to discuss the County's next steps under the LOI.
- c) Chris Hamilton provided an email to committee members earlier in the day reporting on its next steps under the LOI. He reported that the agreement between the City and VG may be the only written contract of VG that needs to be terminated when the new DMO Services Agreement is executed. The new DMO may need to execute a new lease agreement with the State on the Welcome Center. Other than the CEO contract, there are no written employee agreements. All VG staff plan to work for the new DMO. VG's expectation is that its employees will work for VG until 5 p.m. on the day the new DMO Services Agreement is executed by the County and City. The next morning at 8

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a.m., staff would go back to work at the same office but be employed by the new DMO. As for existing VG assets, VG intends to transfer everything to the new DMO.

- d) Todd reported on behalf of the City, having recently visited with Mark Moran, City Administrator. The City is not aware of any actions required of the City other than to terminate the existing contract with VG upon entering a DMO Services Agreement with the new DMO.
- e) The Appointed Directors have not yet engaged legal counsel since a new DMO entity has not formally been created. The Appointed Directors will further discuss the issue. It is anticipated that the new DMO Board will need legal guidance on certain matters including the drafting of a DMO Services Agreement incorporating the terms of the LOI. Brad reiterated the suggestion that Steve, RJ and/or himself meet with County staff to discuss next steps. Otherwise, there were no concerns or recommendations made. Several expressed positive comments about progress being made in transitioning to a unified DMO.

5. Citizens Comments

- a) None.

6. Board Member Concerns

- a) None.

Meeting adjourned at 6:30 p.m. following a motion made by Todd, which was seconded by Robert. Motion passed.

Unless complications arise, the committees are planning to skip the next monthly meeting, which would have been on May 3rd. Instead, the next joint meeting of the County Special Committee, the City Special Committee and the new DMO Board will be at 6 p.m. June 7th at City Hall.