

Lodging Tax Advisory Commission Special Meeting - Hybrid (In-Person & Electronic) (Monday, August 21, 2023)

Generated by Sherri St Clair on Monday, August 21, 2023

1. Opening Items

Procedural: 1.01 Call To Order

Chair Boyle called the meeting to order at 3:32 PM.

Procedural: 1.02 Roll Call

Present:

LTAC Members

Monica Boyle, Chair
Steve Owens, Columbia REA
Jon Nickell, Walla Walla University

Staff

Athen Reid, Deputy City Clerk/Events
Coordinator
Sherri St. Clair, City Clerk

Absent:

Information: 1.03 Public Comment - None

2. Consent Agenda

Action (Consent): 2.01 Approve Agenda for Monday August 21, 2023

Action (Consent), Minutes: 2.02 Approve Minutes from November 3, 2022

Action (Consent): 2.03 Approve Consent Agenda - Our adopted rules of Parliamentary Procedure, The Standard Code of Parliamentary Procedure, provide for a consent agenda listing several items for approval of the Lodging Tax Advisory Commission by a single motion. Most of the items listed under the consent agenda have gone through previous review either at a workshop, or by subcommittee review and recommendation. Documentation concerning these items has been provided to all Lodging Tax Advisory Commission members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any Lodging Tax Advisory Commission member.

Member Nickell made a motion to approve the consent agenda. Second by Member Owens and the motion passed 3-0.

3. Reports

Information: 3.01 Early Estimates of Funding Availability for 2024 Budget

Ms. St. Clair presented the early estimates for the 2024 Lodging Tax Fund.

Discussion, Information: 3.02 2022 Fort Walla Walla Museum Report for Lodging Tax Funds

Ms. St. Clair informed the Commission that the attached report was submitted by the Fort Walla Walla Museum.

Discussion, Information: 3.03 2023 City of College Place Freedom Festival Report for Lodging Tax Funds

Ms. St. Clair presented the College Place Freedom Festival Report to the Commission outlining the City's advertising, entertainment, and attendance at the event.

4. Action Agenda

Action: 4.01 2024 Budget Application Documents and Timeline Development

The Commission reviewed the timeline and application.

Commission Member Nickell made a motion to approve the proposed timeline and 2024 application. Second by Member Owens and the motion passed 3-0.

Action: 4.02 Language of Request for Proposals and Advertisement Plan

The Commission reviewed the language of the Request for Proposals and advertising locations. Ms. St. Clair noted that there is an attached email distribution list.

Discussion ensued.

Commission Member Owen made a motion to approve the proposed RFP advertisement locations and language. Second by Member Nickell and the motion passed 3-0.

5. Closing Items

Procedural: 5.01 Conclude

Commission Member Nickell made a motion to conclude the meeting at 3:46 PM. Second by Member Owen, and with no objection, the meeting concluded.

Approved:

DocuSigned by:

Monica Boyle

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Monica Boyle - Commission Chair

Attest:

DocuSigned by:

Sherri St. Clair

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Sherri St. Clair - City Clerk

The foregoing minutes are the official record of the Lodging Tax Advisory Commission meeting that occurred August 21, 2023. Further detail may be obtained by reviewing the actual audio recording made during this session.