

Lodging Tax Advisory Commission Meeting Agenda - Hybrid (In-Person & Electronic) (Thursday, September 5, 2024)

Generated by Maryelizabeth Garcia on Wednesday, September 4, 2024

1. Opening Items

Procedural: 1.01 Call To Order

Chair Boyle called the meeting to order at 3:31 PM.

Procedural: 1.02 Roll Call

Present:

LTAC Members

Monica Boyle, Chair

Steve Owens, Columbia REA

Groover Snell, Fort Walla Walla Museum

Staff

Maryelizabeth Garcia, City Clerk

Absent:

Procedural: 1.03 Public Comment - None

2. Consent Agenda

Action (Consent): 2.01 Approve Agenda for September 5, 2024

Action (Consent), Minutes: 2.02 Approve Minutes from November 2, 2023

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.

Commission Member Owens made a motion to approve the consent agenda. Second by Member Snell and the motion passed unanimously.

3. Reports

Information: 3.01 Early Estimates of Funding Availability for 2025 Budget

Chair Boyle reviewed estimates for funding this year and what still needs to be paid out for last year. Discussion ensued.

Discussion, Information: 3.02 2023 Fort Walla Walla Museum Report for Lodging Tax Funds

Commission Member Snell presented on Fort Walla Walla's use of their lodging tax award from last year.

Discussion, Information: 3.03 2024 City of College Place Freedom Festival Report for Lodging Tax Funds

City Clerk Garcia reviewed the reported outcomes from 2024 Freedom Festival.

4. Action Agenda

Action: 4.01 2025 Budget Application Documents and Timeline Development

Chair Boyle reviewed the proposed timeline and application documents. Discussion ensued.

Commission Member Snell made a motion to approve the proposed timeline and 2025 application. Second by Member Owens and the motion passed unanimously.

Action: 4.02 Language of Request for Proposals and Advertisement Plan

Commission Member Owens made a motion to approve the proposed RFP advertisement locations and language. Second by Member Owens and the motion passed unanimously.

5. Closing Items

Procedural: 5.01 Conclude - Motion to conclude the meeting.

Commission Member Owens made a motion to conclude the meeting at 3:48PM. Second by Member Snell, and with no objection, the meeting concluded.

Approved:
Signed by:

Monica Boyle

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Monica Boyle - Commission Chair

Attest:

Signed by:

Maryelizabeth Garcia

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Maryelizabeth Garcia - City Clerk

The foregoing minutes are the official record of the Lodging Tax Advisory Commission meeting that occurred September 5, 2024. Further detail may be obtained by reviewing the actual audio recording made during this session.