Lodging Tax Advisory Commission Meeting Agenda - Hybrid (In-Person & Electronic) (Thursday, August 7, 2025)
Generated by Maryelizabeth Garcia on Tuesday, July 29, 2025

1. Opening Items

Chair Boyle called the meeting to order at 3:30 PM.

Procedural: 1.02 Roll Call

Present:	LTAC Members	Monica Boyle, Chair; Groover Snell; Anne-Marie Baumann;
	Staff	Maryelizabeth Garcia, City Clerk
Absent:	Steve Owens; Michael Laizure	

Procedural: 1.03 Public Comment - None

2. Consent Agenda

Action (Consent): 2.01 Approve Agenda for August 7, 2025
Action (Consent), Minutes: 2.02 Approve Minutes from November 7, 2024
Action (Consent), Minutes: 2.03 Excusing the Absence of Commission Member Owens
Action (Consent): 2.04 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 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 Planning Commission 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 Snell made a motion to approve the consent agenda. Second by Member Baumann and the motion passed 3-0.

3. Reports

Information: 3.01 Early Estimates of Funding Availability for 2025 Budget
Chair Boyle reviewed estimates for funding this year.

Discussion, Information: 3.02 Freedom Festival Report - Ms. Garcia
City Clerk Garcia reviewed the reported outcomes from 2025 Freedom Festival.

4. Action Agenda

Action: 4.01 2026 Budget Application Documents and Timeline Development
Chair Boyle reviewed the proposed timeline and application documents. The Commission agreed to have award recipients present to LTAC the following year.

Discussion ensued.

Commission Member Baumann made a motion to approve the proposed timeline and 2026 application as amended with the proposed changes: removing from all application documents all language requiring an oral presentation and instead encouraging an optional oral presentation, removing from all application documents mentions of any reporting requirement deadline in September, Adding in the award contract "If a funded agency would like to give a presentation to City Council, please make arrangements with the Clerk," and adding to application question #6 "If yes, describe the collaboration with local organizations or businesses," and removing the second paragraph from page six of the Application document. Second by Member Snell and the motion passed 3-0.

Action: 4.02 Language of Request for Proposals and Advertisement Plan

Chair Boyle reviewed the proposed Request for Proposals and Advertisement Plan as presented. Commission Member Snell discussed recent staff changes at Fort Walla Walla Museum and provided a generic email address to email RFP documents.

Discussion ensued.

> **Commission Member Snell made a motion to approve the proposed RFP advertisement locations and language. Second by Member Baumann and the motion passed 3-0.**

5. Closing Items
Procedural: 5.01 Conclude - Motion to conclude the meeting.

> **Commission Member Snell made a motion to conclude the meeting at 4:12 PM. Second by Member Baumann, and with no objection, the meeting concluded.**

Approved:

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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 August 7, 2025. Further detail may be obtained by reviewing the actual audio recording made during this session.