

Room Tax Commission Meeting
March 16, 2022
Meeting Minutes

1. Call to order at 9:32 am.
 2. Roll call: Steve Linn, Ron Van Dusen, Kim Emerson, Diane Marquardt, Crystal Loppnow, Justin Behling, and Robin Ginner
 3. **Motion/Second, Ron Van Dusen/Steve Linn, to approve the meeting minutes from December 2021 Room Tax Commission and February 1, 2022 Special Session. Motion passed**
 4. Discussion and possible action on the following agenda items
 - a. Treasurer's Report – Steve distributed the quarterly treasurer's report ending Feb 28, 2022 and the Treasury Status Report for the period ending March 16, 2022. YTD balance as of March 16, 2022 is \$673,433.98 (4th Q revenue \$83,890.63). Vouchers due \$174,763.67 leaving a balance of \$498,670.31. **Motion/Second, Ron Van Dusen/Crystal Loppnow, to accept the Treasurer's report as presented. Motion passed.**
 - b. Review and approval of bills for 4th Quarter 2021 – Members of the Commission signed the voucher statements approving payment by the Chamber. **Motion/Second, Ron Van Dusen/Justin Behling. Motion passed.**
 - c. Update on Tourism Promotion and Development Grant Sub-Committee: Kim Emerson provided an updated from the first meeting of the Tourism Promotion and Development Sub-Committee meeting. The sub-committee discussed creating an addendum to the agreement between the Room Tax Commission and the Chamber to allow for administration of the grant program. They also reviewed sample grants, using Waupaca as the inspiration for the Eagle River program. Kim will write the layout of the program and the application process and provide it for review by the sub-committee at their next meeting on April 14, 2022. They decided to keep the program as one grant applicable to either event promo or a development project. The committee is still discussing the specifics and will bring the framework back to the Room Tax Commission and Ad & Promo Committee for final approval.
 - **Motion/Second, Ron Van Dusen/Steve Linn, to fund the grant program at \$100k for 2022 using surplus from 2021 for the initial funding. Motion passed.**
 - **Motion/Second, Justin Behling/Diane Marquardt, to authorize a new bank account be set up by Steve Linn at Ripco Credit Union for the sole purpose of housing funds for the Local Tourism Promotion and Development Fund. Motion passed.**
- The Commission may need a special session before the regularly scheduled June meeting to approve the program framework and allow ample time to advertise the ,program and allow for the grant writing process. Kim will keep in touch with Robin to establish a date in May if needed.
5. Adjourn – **Motion/Second, Ron/Crystal, to adjourn the meeting at 10:19 am.**