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## TOURISM COMMISSION MEETING

Monday, 8 July 2013

City Council Chambers, 10:00 a.m.

### I. CALL TO ORDER

Cm Eugene Tish called the meeting to order at 10:00 a.m. Present were Commission members Suzanne McCarthy, Marcus Hinz, Kelley Cook, City Manager John O'Leary, Assistant City Manager Mary DeLoria, Public Works Director Blake Lettenmaier (*arrived late*), Everett Brown, and Lori Wilcox.

### II. CONSENT CALENDAR

1. Approval of minutes from the June 3, 2013 Tourism Commission meeting
2. Approval of minutes from the June 3, 2013 Garibaldi Days Committee meeting
3. Approval of minutes from the June 17, 2013 Garibaldi Days Committee meeting
4. Approval of minutes from the July 2, 2013 Garibaldi Days Committee meeting

**MOTION made by Cm McCarthy to accept the minutes from the June 3, 2013 Tourism Commission meeting and the minutes from the June 3, June 17, and July 2, 2013 Garibaldi Days Committee meetings as presented. Seconded by Cm Hinz. AYES: Tish, McCarthy, Cook, Hinz. NAYS: None. Motion passed.**

### III. NEW BUSINESS

*Downtown Banners* – On behalf of Public Works Director Blake Lettenmaier, O'Leary discussed the decision to install street banners featuring colors of the Italian flag. Mayor McCarthy reported that she had instructed Lettenmaier to hang the banners without further input from the commission. Discussion of future use of flags or banners for specific events. O'Leary noted that ideas for usage should be presented and

discussed during future commission meetings.

*2014 Visitor's Guide* – O'Leary noted that the 2013 Visitor's Guide will be ready for pick up at the publisher's building in Portland later in the week.

Discussion of whether a Request for Proposal (RDP) must be issued for next year's publication. O'Leary noted that if the council approves a resolution for an exception to the public contracting rule for the production and printing of the publication an RFP would not be necessary. Discussion of offering a one-year contract to Northwest Media Consultants that includes the following provisions: 1) all content belongs to the city, 2) the city be provided with a digital copy of the publication with the rights to re-use the digital material, 3) and final editorial control.

**MOTION Made by Cm Hinz that the next Visitor's Guide publication contract will include these provisions: 1) all content belongs to the city, 2) the city be provided with a digital copy of the publication with the rights to re-use the digital material, 3) final editorial control, with council approval prior to Garibaldi Days. Seconded by Cm McCarthy. AYES: Tish, McCarthy, Hinz, and Cook. NAYS: None. Motion passed.**

O'Leary will ask Northwest Media Consultants for a proposal for the 2014 Visitor's Guide and report to the commission at a future meeting.

*Election of Chairman* – Cm McCarthy was nominated to chairmanship and declined. Cm McCarthy nominated Cm Tish, who accepted the nomination. **MOTION Made by Cm McCarthy to elect Cm Eugene Tish as chair of the Tourism Commission. Seconded by Cm Hinz. AYES: Tish, McCarthy, Hinz, and Cook. NAYS: None. Motion passed.**

*Lodging Master List Request* – For marketing purposes, Cm Hinz requested that the commission develop a master list of lodging and meeting rooms that includes occupancy and contact information. O'Leary noted that he has a similar list that he would forward to Hinz. Cm Hinz discussed the first annual Coastal Tourism Convention in early October, 2013 and the possibility of siting the convention in Garibaldi.

*Oregon Welcome Center Brochure Program* – Cm Tish gave a summary of the program.

VI. ADJOURNMENT

Meeting was adjourned at 11:03 a.m. by Chair Tish. The next meeting of the Garibaldi Tourism Commission is scheduled for Monday, August 5, 2013 in the City Council Chambers, beginning at 10:00 a.m.



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Eugene Tish, Chair

ATTEST:



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John O'Leary, City Recorder