



MINUTES
FLAGSTAFF CONVENTION AND VISITORS BUREAU
TOURISM COMMISSION

March 28, 2017 – 1:30 p.m.

Council Chambers, City Hall, 211 W. Aspen Avenue, Flagstaff, AZ



In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Carrie Nelson at 928-213-2919 (or 774-5281 TDD). Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

1. CALL TO ORDER

Chair Grogan called the meeting to order at 1:34 p.m.

2. ROLL CALL:

Debbi Grogan, Chair, *present*
Lynda Fleischer, Vice-Chair, *present*
Tom D'Agostino, *present*
Dino Dullbson, *present*

Ben Murphy, *present*
Joe O'Donnell, *present*
Caleb Schiff, *absent -excused*

As a reminder, if you are carrying a cell phone, electronic pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time to minimize disruption to today's meeting.

3. PUBLIC PARTICIPATION:

*The Arizona Open Meeting Law prohibits the Commission from discussing or taking action on an item which is not listed on the prepared agenda. Commissioners may, however, respond to criticism made by those addressing the Commission, ask staff to review a matter, or ask that a matter be placed on a future agenda. Each public comment is limited to **three** minutes.*

None

4. APPROVAL OF MINUTES

A. February 28, 2017

MOTION:

Vice-Chair Fleischer made a motion to approve the minutes of the February 28, 2017 meeting. Commissioner Murphy seconded the motion. The motion was approved unanimously.

5. REPORTS

A. Director/Market Update

Director and staff gave their monthly reports for Administration, Marketing & Creative, Public Relations, Tour & Travel, Sales, Meeting Sales and Visitor Center.

B. FY18 Budget Update

Trace met with budget team in early March, all additional programming and FTE requested dollars above the base budget were approved by the Budget Committee except, Virtual Tour. The CVB was approved for another staff person in Creative Services. Total budget accepted for FY18 is \$2,494,722 with additional \$326,645 above this fiscal year.

C. Outside Agencies

Cristen Crujido reported on Attractions. Missing numbers despite many reminders to area attractions.

D. Chairman

No report.

6. INFORMATIONAL ITEMS TO AND FROM COMMISSIONERS

None

7. AGENDA ITEMS AND TIME/DATE FOR UPCOMING MEETINGS

Next meeting date: May 23, 2017 (*No meeting in April*)

8. ADJOURNMENT

The meeting was adjourned at 3:22 p.m. by unanimous consent.