



City of Rock Falls Committee Meeting Minutes

Date: 10-20-2015

Time Meeting Started: 8:35am

Time Meeting Ended: 9:55am

Members		Also Attended	
Chairman Logan	P	Janell Loos – Interim Director	P
Alderman Kuhlemier	P	Mayor Wescott	P
Alderman Watts	P	Diane Bausman – Blackhawk Waterways	P
Keri Olson	P	Administrator Blackert	P
Mike Sterba	P		
Super 8 Representative	A		
County Inn & Suites Representative	A		
Also Attended			

Topic	Discussion	Plan of Action
Call to Order	<ul style="list-style-type: none"> Meeting was called order at 8:35 by Chairman Logan 	Meeting Begins
Audience Request	<ul style="list-style-type: none"> None 	
Introduce of Hotel Reps	<ul style="list-style-type: none"> Hotel representatives from Super 8 and Country Inn & Suites were not present 	
Minutes from Sept 8, 2015 Meeting	<ul style="list-style-type: none"> Minutes were reviewed and a motion was made by Ald. Kuhlemier to approve with noted changes to Mrs. Loos to Ms. Loos and Dianne Bausman should be corrected to Diane Bausman. Motion seconded by Chairman Logan. Motion approved. 	Minutes of Sept 8, 2015 Meeting Approved with corrections
Old Business	<ul style="list-style-type: none"> A. Director Position: Adm. Blackert stated 10 application were received and 3 interviews were schedules with candidates. 2 Candidates cancelled prior to interviews. 1 Candidate was interviewed and the OLPS committee would be recommending acceptance of an employment contract with Janell Loos, the current interim director. Ald Kuhlemier motioned that the Tourism committee also recommend to council hiring of Loos as Director. Motion seconded by Mike Sterba. – Motion approved 	Tourism Committee will be recommending Janell Loos as permanent director
	<ul style="list-style-type: none"> B. Communication tracking software update: Loos reported that only one company had responded to inquiries regarding the software. Act Premium has quoted \$500. Purchase of program with an annual maintenance/update fee of \$250.00. Olsen motioned for approval of the purchase of the software, seconded by Sterba. Motion approved 	Approved purchase of Act Premium software tracking communications
	<ul style="list-style-type: none"> C. Tourism Sponsorship, and Grant Application revisions: Committee requested changes in wording regarding necessity of tourism logo on paid facebook advertising and also requested additional wording be added for sponsorship status at highest level with event grant. Further discussion of wording regarding event cancellation policy and return of grant. Motion made by Olson to approve grant forms with discussed changes, seconded by Watts, motion approved. 	Approved grant application forms
Updates	<ul style="list-style-type: none"> Chamber: Quarter member meeting- Nov. 4th – Hometown Holidays – Uptown Trick or Treat Oct 30 – Leadership Development Program Loos: Taking photos and adding to website – hyperlinking to Coloma Township Park District website Bass Pro Shop Catfish Tournament – Ken Freeman will be visiting RF in November to scout location, etc. Discussion of possibility of having Bill 	Committee approved purchase of 2 pages in Blackhawk Waterways guide.

	<p>Dance attend tournament. Discussion of time of event – possibly end of June or 1st part of July. Discussion of cost of tournament and will formulate list of questions that will need to be addressed with Freeman during visit.</p> <p>TDG will be providing a list tasks that need to be done on website with a price list for completion.</p> <ul style="list-style-type: none"> • Update from Blackhawk Waterways – Discussion regarding advertising in BW Guide which comes out in January. Ald Kuhlemier motioned that we ask for the inside front cover (left & right) and maintain our right of first refusal on the inside back cover (left & right) in case front is not available, seconded by Mike Sterba. Motion approved. Discussion of need for new campaign for advertisement. Bausman updated committee on Governor’s conference to be held in Springfield on March 21-23. 	
New Business:	<ul style="list-style-type: none"> • Alderman Watts asked that Tourism explore possibility of new city logo. Alderman Kuhlemier asked that Uptown be referred to as Uptown District. 	No action
	<ul style="list-style-type: none"> • Ajourned at 9:55 	

Committee Chairman