



## City of Rock Falls Special Tourism Committee Meeting Minutes

Date: 5-26-2015

Time Meeting Started: 5:00pm

Time Meeting Ended

Members		Also Attended	
Alderman Logan – Chairman	p	Mayor Wescott	p
Alderman Kuhlemier	p	Administrator Blackert	p
Alderman Watts	p	Clerk Arduini	p
Hotel Rep		Alderman Kleckler	P
Hotel Rep		Alderman Schuneman	p
Tourism Director			
Chamber Board Rep			
<b>Also Attended</b>			

Topic	Discussion	Plan of Action
1. Call to Order @ 5:00 p.m. – Chairman Logan	Meeting was called to order at 5:00pm	Meeting begins at 5:00 pm
2. New Business: a. Review items returned by CVB	It was reported that all of the racks that contained Tourism information about the surrounding areas are empty, and there does not seem to be much material to fill them with. The filing cabinets are in disarray.	Blackhawk Tourism may help in reloading racks. Aldermen Schuneman and Logan will set up a time to go through and begin organizing files.
b. Review of computer issues – William & Mary	The computers were scrubbed clean, and the Microsoft programs that used to be installed may have been licensed to a non-profit which would be a different license than government usage. Mike Corrigan from William and Mary Computers stated that the computers are functional and on the network.	No action
c. Contact all non-aldermanic members	Adm. Blackert has spoken to Janelle Loos at Days Inn, Adm. Blackert reported that Mrs. Loos is eager to help, and Days Inn corporate may be able to help with promoting Tourism. Country Inn and Suites still needs to be contacted about having a seat on the committee as well as a member of the Chamber of Commerce Executive Board	No action
d. Discuss budget for Tourism Fund for vote at June 9, 2015 meeting	Tourism will be a new enterprise fund, and it will have a budget.	No action
e. Discuss full time or part time position for moving forward	The job description has been done and has been passed by the City Council. The committee discussed this issue at length, and it was decided that the search for a full time director will begin. To answer the phones and have someone working in the office until the director search, and hiring is done, the City will hire through a temp agency.	No action
f. Update of website and other marketing tools	The website has been taken down and it is not known who currently owns <a href="http://www.visitrockfalls.com">www.visitrockfalls.com</a> . The domain name has been paid up for quite a lot of time into the future.	Clerk Arduini will contact Godaddy.com concerning the domain name, and hosting. City Administrator Blackert will contact TDG –Scott Bruce
g. Set regular meeting time as noted below	The regular meetings will be held on the second Tuesday of every month at 8:30am in the Tourism Office.	Next meeting is June 9 <sup>th</sup> , 2015
3. Committee Member Items	Adm. Blackert thanked First Ward Alderman Daehle Reitzel for donating time, volunteer manpower, and a box truck to move all of the RFCVB items over to the Tourism office at City Hall.	No Action
4. Adjournment	With nothing else for the good of the committee the meeting was adjourned at 5:50pm	

*George A. Logan*

Committee Chairman