

LA PINE TRT COMMITTEE MEETING

Thursday, February 3, 2011 5:30 p.m.
51340 Highway 97, La Pine, Oregon 97739
South County Building Meeting Room

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Added Agenda Items
5. Approval of Minutes
January 11, 2011 Meeting Minutes
6. Review Sample Survey Provided by Justin Cutler
7. Review suggested wording/structural changes for application
8. Complete re-writing of application
9. Public Comments
10. Additional Comments from Committee Members
11. Adjourn

Pursuant to ORS 192.640, this notice includes a list of the principal subjects anticipated to be considered or discussed at the above-referenced meeting. This notice does not limit the ability of the Tourism Committee to consider or discuss additional subjects. The meeting is subject to cancellation without notice. This Tourism Committee meeting is open to the public and interested citizens are invited to attend. The meeting is a public meeting not a community forum; audience participation is at the discretion of the Chair of the Tourism Committee. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Patti Morgan at (541) 536-1432.

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1. Call to Order

The meeting was called to order at 5:37 pm by Chair Mike Jensen.

2. Roll Call

Roll Call

Present Were:

Chair Mike Jensen
Linda Johnston
Ann Gawith
Linda Smith – arrived at 5:45 pm

Absent Were:

Justin Cutler

Quorum established.

3. Pledge of Allegiance

Chair Jensen led the Pledge of Allegiance.

4. Added Agenda Items

Joseph Garcia's application for review

5. Approval of Minutes

January 11, 2011 Meeting Minutes

Linda Johnston stated on page 3, first sentence, applications 'for' instead of 'with.'

A motion was made by Ann Gawith and seconded by Linda Johnston to approve the minutes as corrected.

Vote as follows:

	<i>AYE</i>	<i>NAY</i>
<i>Chair Mike Jensen</i>	<i>X</i>	
<i>Linda Johnston</i>	<i>X</i>	
<i>Ann Gawith</i>	<i>X</i>	

Motion passed unanimously.

The committee then reviewed Joseph Garcia's application for membership. Chair Jensen stated that there should probably be seven members total for the committee. It currently has 5 members.

Linda Smith arrived at the meeting at 5:45 pm.

Chair Jensen mentioned that there are specific positions that need to be filled on the TRT Committee. Mr. Garcia does not live in the City limits so could not fill a resident position. Joseph Garcia gave his background to the committee regarding his history in work and where he has lived in the past.

Chair Jensen requested that Admin Ass't Patti Morgan send him a digital copy of Mr. Garcia's application so he could forward it on to the Council.

00:18:20

6. Review Sample Survey Provided by Justin Cutler

This item was moved to the next meeting because Justin Cutler could not attend this meeting.

(Linda Johnston stated that it would be good to have a survey for the people coming to the event/activity and participating in it to discover where they stay for the night, etc.)

00:20:50

7. Review suggested wording/structural changes for application

Chair Jensen had two additions he suggested to the current application:

- Marketing – how does the applicant plan to market their project or event to achieve their goal and maximize the tourism dollars for the event.
- Provide a detailed report of how their event has done in the past and how the infusion of TRT funds will help to sustain or develop their project or event.

Linda Johnston suggested that applicants have some of the State regulations regarding the transient room tax provided to each applicant.

8. Complete re-writing of application

Chair Jensen stated that he tried to write down how the applications are evaluated on the point system. He said the applicants should know how the points are distributed. Chair Jensen said he liked having the points in because if the applicant leaves out the reporting part that might predict how effective their event would be. It was recommended that when applying for funding the TRT committee recommend the applicant review the attached State regulations regarding the transient lodging tax. Another recommendation is that all funding recipients must submit a completed event report within 90 days of their event, activity or project completion.

There was also a discussion on a structured report from each recipient. Linda Johnston will compile a follow up report to use with the application. Chair Jensen said he would like to get the applicants selected and to the Council no later than Memorial Day.

The committee discussed the opening date for applicants to apply as well as the deadline for applying. The committee members felt that dates for opening the process could be February 14th with a deadline of March 18th. The application materials will be put on the City's website as well as advertised in the local newspapers and posted at the customary places inside the City.

It was decided to have another meeting on February 10th at 5:30 pm to finalize the application, the descriptions and the survey report.

9. Public Comments

None

10. Additional Comments from Committee Members

None


11. Adjourn

A motion was made by Ann Gawith and seconded by Linda Johnston to adjourn the meeting.

<i>Vote as follows:</i>	<i>AYE</i>	<i>NAY</i>
<i>Chair Mike Jensen</i>	<i>X</i>	
<i>Linda Johnston</i>	<i>X</i>	
<i>Ann Gawith</i>	<i>X</i>	
<i>Linda Smith</i>	<i>X</i>	


Motion passed unanimously.

Chair Jensen adjourned the meeting at 6:40 pm.



Chair Mike Jensen

Attest:



City Recorder/Manager Rick Allen