

WOODWARD CONVENTION & VISITORS BUREAU
BOARD MEETING MINUTES
September 19, 2018

The Convention & Visitors Bureau Committee of the City of Woodward, Oklahoma, met in regular session at the Convention & Visitors Bureau on Wednesday, September 19, 2018, at 9:31 a.m. with the following people present:

(As prescribed by law, meeting notice and agenda were filed at the Office of the City Clerk at 11:05a.m. and posted at City Hall at 11:10a.m. September 10, 2018.)

PRESENT:	John Brown	Chairman
	Trent Sunderland	Member
	Jewell Searcy	Member
	Steve Kohl	Member
	Ron Hohweiler	Member
	Rachael Van Horn	CVB Director
	Kourtney Weese	Destination Marketing Liaison

GUESTS: None

ABSENT: None

- I. The meeting was called to order at 9:31 a.m. by Chairman John Brown.
- II. Attendance of members, ex-officio members and guests was taken.
- III. Rachael Van Horn went over the financial statement. All agreed things are looking good. RVH added we are looking to add to rolling ice chests to our Banquet Service supplies. She went on to say it will help with providing the same level of service for all clients whether they are smaller events or more elaborate.

Accepted and approved financial statement. JS made a motion to accept and approve the statement and SK seconded.

ROLL CALL

AYES:	Brown, Sunderland, Searcy, Kohl and Hohweiler
NAYS:	None

- IV. Accepted and approved regular meeting minutes from August 15, 2018. RH made a motion to accept and approve the minutes, TS seconded.

ROLL CALL

AYES:	Brown, Sunderland, Searcy, Kohl and Hohweiler
NAYS:	None

- V. No new business.

VI. Rachael Van Horn gave the directors report. RVH started by explaining the new protocols that are now put in place such as how we manage petty cash and account for document shredding. She went on to say the Conference Center added a new client, XTO Energy, who found us because of our online presence. XTO made several comments regarding the great level of service they received.

RVH switched gears and brought everyone up to speed on the Christmas Ice Rink we are looking to rent. She went on to say that we are placing it on the Thunder Court (it must have a hard-pan underneath it) and it will run for eight days between December 15th and 22nd. SK asked what the price to buy was. RVH replied it was in the upwards of \$90K. TS added renting will give a good idea of what is to be expected if we did eventually buy one.

RVH mentioned she is still researching the best way to move forward regarding the NOSA soccer fields. She added Kourtney Weese had visited with Andy Newby, who we are conclusion on the proper way to rehabilitate the field. She finished by saying we are inching forward on a solution to that issue.

RVH ended her report with explaining the Woodward Tourism Coalition, which is a new group formed by directors of the Woodward Event Center, Woodward Arts Theatre, and RVH will be meeting to work together to first better the market and position Woodward as a destination. She ended with stating Kourtney Weese was working hard on creating an online presence in social media, as well as writing press releases and stories about upcoming events and placing them in the paper.

There being no further business, the meeting was adjourned at 10:18a.m. by motion from JB with a second from TS.

/s/JOHN BROWN
CHAIRMAN

ATTEST:

/s/KOURTNEY WEESE

DESTINATION MARKETING LIAISON

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