

TOURISM PROMOTION ADVISORY COMMITTEE (TPAC) MINUTES
Thursday – April 20, 2017

CALL TO ORDER

Meeting called to order at 4:00 PM

1. ROLL CALL

Present: Committee members Candice Michel, Bob Pieper, Angi Christian, Tim Patterson, Chuck Costello and Chair Skip Watwood

Also present: City Manager Gary Milliman and City Recorder Teri Davis

2. APPROVAL OF MINUTES –

- a. Motion made by Angi Christian to approve the minutes of March 16, 2017, motion seconded by Candice Michel and Committee voted; the motion carried unanimously.**

3. PUBLIC COMMENT - No one requested to address the committee.

4. ACTION ITEMS

- a. Brookings Harbor Chamber of Commerce Map Distribution Proposal** – David Allen addressed TPAC regarding a request for \$1,150.80 in TOT funding to fund monthly distribution of Brookings maps.
- TPAC members discussed the where the maps would be distributed and the fee structure for distribution.
 - Candice Michel made a motion to recommend that Council allocate \$1,150 in Transient Occupancy Tax (TOT) funding to provide for distribution services for the maps. Angi Christian seconded the motion and Committee voted; motion carried unanimously.**
- b. Rock the Chetco** – Mike Frederick addressed TPAC regarding a request for a \$3,000 grant from the TOT funds.
- Mr. Frederick advised that a portion of the expenses includes a newly implemented \$1800 venue fee instituted by the Port.
 - Mr. Frederick advised that this event replaces Party at the Port; he also advised that this is the first time he will be organizing the event.
 - TPAC members discussed the particulars of the event including estimated attendance. Candice Michel stressed that greater effort needs to be made to gauge where participants are coming from.
 - Angi Christian made a motion to recommend to Council that TOT funds be used to provide a \$3,000 grant to the Rock the Chetco event. Candice Michel seconded the motion; and Committee voted; the motion carried with five members voting "Yea" and Tim Patterson abstaining due to potential conflict of interest as a Port Board Member.**
- c. Fungi Fest** – Kathleen Dickson addressed TPAC regarding a request for a \$2,000 grant from the TOT funds.
- TPAC members discussed the event's target market and participant expectations.
 - Ms. Dickson informed that the event may also include participation of a mycologist.
 - Candice Michel made a motion to recommend to Council that 2017-18 TOT funds be used to provide a \$2,000 grant to the Fungi Fest event on the condition of budget approval. Bob Pieper seconded the motion and Committee voted; motion carried unanimously.**
- d. RFP for Survey Volunteer** – item was tabled.

5. INFORMATIONAL ITEMS

- a. Oregon Coast Visitors' Association (OCVA) Update** – City Manager Milliman provided a summary of recent OCVA initiatives.
- Mr. Milliman also noted that OCVA has submitted a proposal for sponsorship funding for OCVA's People's Coast Summit.

- Bob Pieper asked about the status of the Chetco Point Trail project.
- Mr. Milliman advised that the Finance Department is working with her broker to obtain the funding.
- b. Travel Oregon Stakeholder Survey Report** – the survey report was provided to TPAC members in the packet. No discussion of the report took place.
- c. Newberg Tourism Committee News Article** – Mr. Milliman showed an example of Newberg’s very comprehensive event funding application and process.
- d. Budget & Internet Hit Info** – Committee reviewed budget and internet hits documents provided. All funds for advertising have been spent or are earmarked; funds available for events are \$3,757 (less \$3,000 committed to Rock the Chetco); funds available for capital are \$3,079 (less \$1,150 committed to Chamber map distribution).

6. MEMBER COMMENTS

- a.** Candice Michel provided an update regarding the status of the drone video. She has not received an update from the videographer about how the project is progressing. Mr. Milliman advised that if the videographer encounters any issues flying the drone, let him know.

7. SCHEDULE NEXT MEETING – Next meeting scheduled for Thursday, May 18th at 4 pm.

8. ADJOURNMENT – with no further business before the Committee, the meeting adjourned at 5:06 pm.

Respectfully submitted,


Skip Watwood, Chair
(approved at May 18, 2017 meeting)