WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **TOURISM**

DATE: **NOVEMBER 22, 2013**

COMMITTEE MEMBERS PRESENT:	**OTHERS PRESENT:**
SUPERVISORS MERLINO	REPRESENTING THE TOURISM DEPARTMENT:
KENNY	LEISA GRANT, PRINCIPAL ACCOUNT CLERK, TOURISM
DICKINSON	JOAN SADY, CLERK OF THE BOARD
STRAINER	FRANK THOMAS, BUDGET OFFICER
CONOVER	SUPERVISORS FRASIER
WOOD	GIRARD
VANSELOW	SOKOL
	MICHAEL SWAN, COUNTY TREASURER
	MICHAEL CONSUELO, EXECUTIVE DIRECTOR, LAKE GEORGE REGIONAL CHAMBER OF COMMERCE & CVB
	DON LEHMAN, *THE POST STAR*
	THOM RANDALL, *ADIRONDACK JOURNAL*
	SARAH MCLENITHAN, SECRETARY TO THE CLERK OF THE BOARD

Mr. Merlino called the meeting of the Tourism Committee to order at 10:30 a.m.

Motion was made by Mr. Strainer, seconded by Mrs. Wood and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Leisa Grant, Principal Account Clerk for the Tourism Department, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Ms. Grant requested authorization for attendance at 2014 in-state, out-of-state, and Canadian consumer shows and conferences by Tourism Department staff and County Supervisors with any changes to the schedule to be made contingent upon the availability of funds in the existing Departmental budget.

Motion was made by Mr. Kenny, seconded by Mr. Strainer and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 20, 2013 Board meeting.*

Ms. Grant requested authorization for attendance at 2014 in-State, out-of-State and Canadian Motorcoach trade shows/sales blitzes/marketplaces/conferences by Tourism Department personnel and County Supervisors with any changes to the schedule to be made contingent upon the availability of funds in the existing Departmental budget.

Motion was made by Mr. Kenny, seconded by Mr. Strainer and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 20, 2013 Board meeting.*

Ms. Grant requested authorization for agreements with various companies/agencies for brochure distribution. She noted they would no longer be utilizing the services of Ha-Pe-De, Inc; however, she said, they would be using The Chamber of Southern Saratoga County, Inc.

Motion was made by Mr. Strainer, seconded by Mrs. Wood and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 20, 2013 Board meeting.*

Ms. Grant requested authorization to continue the rental agreement with Adirondack Factory Outlet Center, Inc. for the space used as a Satellite Tourism Information Center in an amount not to exceed $15,000.

Motion was made by Mr. Strainer, seconded by Mr. Conover and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 20, 2013 Board meeting.*

Mr. Dickinson entered the meeting at 10:33 a.m.

Ms. Grant requested authorization for continuation of the agreement with the Lake George Regional Chamber of Commerce for the Special Events Coordinator position for one additional year, as per the original bid specifications for the position (WC 90-10).

Motion was made by Mr. Strainer, seconded by Mr. Vanselow and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 20, 2013 Board meeting.*

Ms. Grant presented requests for transfer of funds, as follows:

1. in the amount of $468 from Salaries-Part-Time (A.6417 130) to Hospitalization (A.6417 860) to cover a shortfall in hospitalization;
2. in the amount of $1,100 from Salaries-Part-Time (A.6417 130) to Office Equipment (A.6417 220) for the purchase of a video storage unit;
3. in the amount of $400 from Salaries-Part-Time (A.6417 130) to Dental Insurance (A.6417 865) to cover a shortfall in Dental Insurance; and
4. In the amount of $9,400 from Tourism Promotion (A.6417 481) to Hospitalization (A.6417 860) to cover the shortfall in hospitalization.

Motion was made by Mr. Conover, seconded by Mr. Vanselow and carried unanimously to approve the requests for transfer of funds as outlined above and to forward same to the Finance Committee. *Copies of the Request for Transfer of Funds forms are on file with the minutes.*

Ms. Grant requested authorization for an agreement with Sue Pierson Design for assistance with the data entry, updating and positioning data/text for printed brochures for a term commencing January 1, 2014 and terminating December 31, 2014.

Mr. Conover queried whether a spreadsheet of all of the bids received would be supplied and Mr. Merlino replied he would provide it at the next meeting.

Motion was made by Mr. Kenny, seconded by Mr. Strainer and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 20, 2013 Board meeting.*

Ms. Grant requested authorization for an agreement with Fingerprint Marketing to provide sound/audio production services as a component to the Tourism Department's Broadcast Marketing Programs for a term commencing January 1, 2014 and terminating December 31, 2014.

Motion was made by Mr. Kenny, seconded by Mr. Strainer and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 20, 2013 Board meeting.*

Ms. Grant requested authorization for an agreement with Working Pictures, Inc. to provide post-production, on-line editing for television commercials and videos for a term commencing January 1, 2014 and terminating December 31, 2014.

Motion was made by Mr. Kenny, seconded by Mr. Strainer and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 20, 2013 Board meeting.*

Ms. Grant presented a request for an agreement with Production Equipment, Inc. to provide video services as a component to the Tourism Department's Marketing Program for a term commencing January 1, 2014 and terminating December 31, 2014 with an option to renew the contract for an additional three years. She noted they had selected the second lowest bidder because the Director of Tourism felt the experience of the lowest bidder was insufficient. Mr. Dickinson queried whether the request had been approved by the Purchasing Agent and Ms. Grant replied affirmatively.

Motion was made by Mr. Dickinson, seconded by Mr. Kenny and carried unanimously to approve the request as presented. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the December 20, 2013 Board meeting.*

As there was no further business to come before the Tourism Committee, on motion made by Mr. Dickinson and seconded by Mr. Kenny, Mr. Merlino adjourned the meeting at 10:38 a.m.

Respectfully submitted,
Sarah McLenithan, Secretary to the Clerk of the Board