

Minutes.

LAKE GEORGE AREA

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Tourism Committee
Warren County Tourism Department
AGENDA April 30, 2015

Committee Members: E. Merlino, Chairman

W. Kenny
D. Dickinson
R. Conover
E. Wood
R. Vanselow
E. Frasier

- I. Committee meeting called to order by Chairman Merlino
- II. Motion to approve minutes of prior Committee meeting, March 5, 2015
- III. Action Agenda/New Business
Resolution Request
 1. Request for contract Digital/Social Media Manager **Attachment #1**
Rationale: Discussed at last meeting. Team reviewed responses, and recommends proceeding with contract with Trampoline Advertising & Design Co.
- IV. Referral/Pending Items
 1. None
- V. Information for Discussion/Review
 1. Tourism Department Update – Kate Johnson
 2. Group Tour Update – Tanya Brand
 3. Creative Update – Peter Girard
 - a. John Daniels, L&P Media, web update
 4. Sales/Special Event Update – Lake George CVB
- VI. Privilege of the Floor to discuss any additional items to come before Committee
- VI. Motion to adjourn

Attachments

#1 Resolution Request

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE: 4/30/15

- (a) Is this a Result of a Bid or Request for Proposal? **Yes**
- (b) Purpose of Contract: **to create interest in Warren County as a four -season, multi-faceted destination through social media platforms, blogs, videos, etc. and by interacting, attending events/functions and developing county-wide relationships.**
- (c) Name of Contractor: **Trampoline Design, LLC**
- (d) Address of Contractor: **11 South Street, Suite 201, Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number:
Paula Slayton 518-798-9155
- (f) Has or will the Contract be provided, if so, please attach: **no**
- (g) Commencement Date of Contract: **6/1/15**
- (h) Termination Date of Contract: **5/31/16**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$40,000**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **monthly \$3333.33 per month**
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **A.6417 470, Contract \$40,000 annually****

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS