

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: TOURISM

DATE: JULY 18, 2022

COMMITTEE MEMBERS PRESENT:

SUPERVISORS MERLINO
DICKINSON
BRAYMER (VIA ZOOM)
WILD
RUNYON (VIA ZOOM)
LEGGETT

COMMITTEE MEMBER ABSENT:

SUPERVISOR STROUGH

OTHERS PRESENT:

REPRESENTING THE TOURISM DEPARTMENT:

LEISA GRANT, PRINCIPAL ACCOUNT CLERK
PAUL TACKETT, ASSISTANT TOURISM COORDINATOR/INTERIM OFFICE
MANAGER

PETER GIRARD, CREATIVE DIRECTOR
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
LARRY ELMEN, COUNTY ATTORNEY

AMANDA ALLEN, CLERK OF THE BOARD
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
FRANK E. THOMAS, BUDGET OFFICER

SUPERVISORS BRUNO
DRISCOLL
FRASIER
HOGAN
MAGOWAN

DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS

LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the July 18, 2022 meeting of the Tourism Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <https://warrencountyny.gov/mma>

Note: Pursuant to New York State Legislation (S.50001/A.40001): “Notwithstanding the provisions of article 7 of the public officers law to the contrary, any state agency, department, corporation, office, authority, board, or commission, as well as any local public body, or public corporation as defined in section 66 of the general construction law, or political subdivisions as defined in section 100 of the general municipal law, or a committee or subcommittee or other similar body of such entity, shall be authorized to meet and take such action authorized by law without permitting in public in-person access to meetings and authorize such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.” All of the Committee members in attendance were physically present aside from Ms. Braymer and Ms. Runyon who attended remotely.

Mr. Merlino called the meeting of the Tourism Committee to order at 11:15 a.m.

Motion was made by Mr. Wild, seconded by Mr. Leggett and carried by unanimous vote of those present (*Messrs. Dickinson and Strough absent*) to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting agenda were distributed to those in attendance; those participating virtually accessed the agenda via the Warren County website. *A copy of the agenda is on file with the minutes.*

Commencing with the agenda, the following requests were presented:

- a. To authorize a contract with Catamount Color in an amount not to exceed \$8,290 to print 30,000 copies of a 2022 Warren County Winter Travel Guide over the term commencing August 1, 2022 and terminating October 31, 2022.

Motion was made by Mr. Wild, seconded by Mr. Leggett and carried by a unanimous vote of those present (*Messrs Dickinson and Strough absent*) to approve the request as outlined above and the necessary resolution was authorized for the August 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- b. To authorize the submission of a grant application to Empire State Development for matching funds for promotion of Tourism; designating the Warren County Tourism Department as the tourism promotion agency for 2023; and designating Paul Tackett as Project Director.

Motion was made by Mr. Leggett and seconded by Mr. Wild to approve the request. Discussion ensued with regard to the amount of matching funds; following which Mr. Merlino called the question and the motion was carried by a unanimous vote of those present (*Messrs. Dickinson and Strough absent*) to approve the request as outlined above and the necessary resolution was authorized for the August 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

The Discussion Items portion of the agenda commenced with the following:

- a. Paul Tackett, *Assistant Tourism Coordinator/Interim Office Manager*, provided an update on general office management.

Mr. Dickinson entered the meeting at 11:20 a.m.

- b. Peter Girard, *Creative Director*, provided an update on the Fall ad campaign, winter travel guide, website and social media.
- c. Kristen Hanifin, *Development/Event Coordinator*, was not in attendance and in her absence Mr. Tackett read aloud a brief update Ms. Hanifin provided him with on events and occupancy tax applications.
- d. Tanya Brand, *Group Tour Promoter*, was also not in attendance and Mr. Tackett read aloud an update on group tours as provided to him by Ms. Brand.

Discussion ensued with regard to the vacant Tourism Director position, during which it was determined the Committee would be allowed additional time to review the applications received and schedule another meeting would be scheduled to discuss them.

As there was no further business to come before the Tourism Committee, on motion made by Mr. Dickinson, seconded by Mr. Wild and carried by a unanimous vote of those present (*Mr. Strough absent*), Mr. Merlino adjourned the meeting at 11:33 a.m.

Respectfully submitted,
Leslie Lovelace, Secretary to the Clerk of the Board