

TOURISM ADVISORY COMMITTEE
REGULAR MEETING
THURSDAY, OCTOBER 19, 2017
PRESCOTT, ARIZONA

MINUTES OF THE REGULAR MEETING OF THE TOURISMS ADVISORY COMMITTEE
HELD ON OCTOBER 19, 2017, IN THE LOWER LEVEL CONFERENCE ROOM,
LOCATED AT CITY HALL, 201 SOUTH CORTEZ STREET, PRESCOTT, ARIZONA.

A. Call to Order.

John Heiney called the meeting to order at 11:00 a.m.

B. Roll Call.

TOURISM ADVISORY COMMITTEE MEMBERS:

Present:

Tim Graham
Amore Cianciola by Telephone
Sheri Heiney
Fred Veil
Matt Brassard
Bill McCleary
Steve Bracety
Margo Christensen

Absent/Excused

Kim Villalpando
Cindy Gresser
Billie Orr

Staff Present:

Maureen Scott, City Clerk
Jon Paladini, City Attorney
John Heiney, Community Outreach Manager
Wendy Bridges, Tourism & Economic Development Coordinator
Ann Steward, Sales and Marketing Coordinator
Heather Hermen, Consultant
Jessie Baker, Assistant Airport Manager
Joe Baynes, Recreation Services Director, arrived at 11:15 a.m.

C. **Open Meeting Law, Public Records and Conflicts of Interest and Conflict of Interest Training**

Jon Paladini, City Attorney, gave a presentation on Open Meeting Law and conflicts of interest. All meetings are public and must be open for citizens to attend. A quorum of the committee which is six members must be present in order to hold the meeting and the committee cannot discuss anything outside of a meeting. If committee members are at an event, other than a scheduled meeting, the committee business should not be discussed.

Agendas are required for the meetings and discussion should only take place with items listed on the agenda. Discussing something that is not listed on the agenda is an open meeting violation. If there is an item that the committee wants to discuss, it can be added to the next scheduled meeting's agenda. An announcements section can be added to the agenda, however, it is for information only and no discussion can take place.

The committee members should use caution when emailing and talking committee business on the telephone with other committee members. Emails are considered public records. Committee members should not put opinions or ideas in an email to another committee member. A committee member could open a Google account to use just for committee business rather than use their own personal email account. Committee members can email the staff liaison to share information with the committee. The staff liaison can email it to the committee members to review but no discussion should take place. When sending an email, do not reply all; only send to the staff member. Be careful posting information on social media.

Mr. Paladini encouraged committee members to call the Legal office if they think they may have a conflict of interest. He wants to avoid appearances of impropriety.

Committee Member Heiney said since she and Mr. Heiney are married is there a conflict of interest. Mr. Paladini said as long as it is not business related or a monetary gain, and then there is not a conflict of interest. If something comes up and it is a conflict of interest, Committee Member Heiney can recuse herself from that portion of the meeting that has the conflict and would not be included in voting on the item. If there is a conflict of interest question, please contact Legal in a timely manner and not at the last minute.

D. Election of Officers

a. Chair

COMMITTEE MEMBER VEIL MOVED TO APPOINT COMMITTEE MEMBER CHRISTENSEN AS CHAIR; SECONDED BY MEMBER MCCLEARY; PASSED 8-0.

b. Vice Chair

COMMITTEE MEMBER CHRISTENSEN MOVED TO APPOINT COMMITTEE MEMBER HEINEY AS VICE CHAIR; SECONDED BY COMMITTEE MEMBER MCCLEARY.

Committee Member Heiney felt it was a conflict of interest since both she and Committee Member Christensen work at the Chamber of Commerce.

COMMITTEE MEMBER BRACETY MOVED TO AMEND THE MOTION BY APPOINTING COMMITTEE MEMBER GRAHAM AS VICE CHAIR; SECONDED BY COMMITTEE MEMBER MCCLEARY; PASSED 8-0.

c. Secretary

COMMITTEE MEMBER HEINEY MOVED TO APPOINT COMMITTEE MEMBER CIANCOLA AS SECRETARY; SECONDED BY COMMITTEE MEMBER MCCLEARY; PASSED 8-0.

E. Review Agenda for Future Meeting Items

a. Buxton Data Review By Buxton Representative

Mr. Heiney said Buxton Data Review is something they have promised this committee to review. Does the committee want to continue with this? Mr. Heiney said the information has already been reviewed by Council so now the committee could review if they choose. The committee consensus was to review sooner rather than later. Committee consensus December would be a good time.

b. Presentation by Debbie Johnson of Arizona Office of Tourism

Mr. Heiney said they have nailed a date down for Debbie Johnson to do a presentation which will be November 16, 2017. Other tourism partners will be invited and this is also the next scheduled TAC meeting. Ms. Steward said the meeting will take place at the Embry Riddle Planetarium which will include a movie and Debbie's presentation. There is a capacity of 116 people at the Planetarium. Ms. Scott asked if they are posting this event as a meeting. Mr. Heiney said they could have a TAC meeting before the event and then attend the event and then list the movie and presentation as a quorum. Ms. Scott said she would check with the City Attorney on how to post the event.

Committee consensus would like a TAC meeting at 9:30 a.m. before the Debbie Johnson presentation at Embry-Riddle.

c. 2018 First Quarter Schedule

i. January – general meeting

ii. February – strategic planning session

Mr. Heiney said staff is looking for direction on when the five year strategic plan should be discussed. Staff is suggesting having a four hour meeting in February 2018. The first meeting will be facilitated from an outside representative. Committee Member Veil offered the West Gallery in Sharlot Hall to hold the Strategic Plan Meeting February 15th from 12:00 p.m. – 4:00 p.m. There was committee consensus.

Committee Member McCleary asked if there are only six members at the meeting and if someone left, then does the meeting have to end. Mr. Heiney confirmed that the meeting would have to end when there is no longer a quorum.

Ms. Scott said that an announcements section will be added to the template so that it can be a standing item every month. She reiterated that discussion cannot take place, but information can be shared with the committee.

F. ADJOURNMENT

There being no further business to discuss, the Tourism Advisory Committee Meeting adjourned at 11:57 a.m.

Respectfully Submitted by:

Maureen Scott
Maureen Scott

Margo Christensen, Chair
Margo Christensen, Chairperson