

**MASON COUNTY LODGING TAX ADVISORY COMMITTEE
MEETING MINUTES
Commission Chambers, 411 North 5th Street, Shelton, WA
May 1, 2014**

Members in Attendance: Bonnie Knight, Duane Wilson, Stephanie Rowland and Terri Jeffreys, Chair. Absent: Kelly Bergh

1. The Chairperson called the meeting to order at 9:05 a.m.
 2. **Duane/Bonnie moved and seconded to approve the April 10, 2014 meeting minutes as corrected. Motion carried unanimously.**
 3. Review and Approval of Request for Proposal for General Tourism Promotion Services
 - Discussion of prevailing wage clause
 - Bonnie suggested the costs to integrate the current marketing campaign need to be included in the \$174,000 budget.
 - The Committee recommended the current joint tourism promotion contract with project budget be included with the RFP packet.
 4. Review and Approval of Request for Proposal for Visitor Information Centers
 - Discussion of what should be included in the budget detail. It was agreed the budget must be inclusive of capital and non-capital improvements.
 - Discussion of how the RFP is awarded. The award is based on the evaluation criteria along with cost.
 5. Review and Approval of Small Festival Application, including Score Sheet
 - Added the question "Is this a new event?"
 - Total budget of organization will not be required. Event budget with advertising detail is still required.
 - Cmmr. Jeffreys will work on possible amendments to the score sheet and it will be circulated to the members.
- Cmmr. Jeffreys will meet with the new LTAC members and update them on the process.
6. Next Meeting Date – Thursday, June 19 @ 9 a.m.
 7. The meeting adjourned at 10:55 a.m.

LODGING TAX ADVISORY COMMITTEE
MASON COUNTY, WASHINGTON

ATTEST:

LTAC Clerk

Cmmr. Terri Jeffreys, Chair