

**Washington Tourism Marketing Authority
Minutes
Hilton Seattle Airport and Conference Center
October 12, 2018**

1. CALL TO ORDER

Judy Tuohy, Chairwoman, called the meeting to order at 9:04. Roll call was performed and the following people were present:

Anthony Anton, Representative Steele, Jodi Kayler, Robert Lerch, Marsha Massey, Vijay Patel, Chris Rietmann, Senator Takko, Todd Tatum, Judy Tuohy, Tiffany Turner, Cynthia Verge, Robb Zerr. Staff present were Lynn Longan and Sandra Adix, AAG.

Becky Bogard, David Blandford and Shiloh Burgess were special guests representing the Washington Tourism Alliance (WTA).

2. MINUTES APPROVED

Draft minutes were provided. It was requested that the attendees be listed in future minutes. The minutes were unanimously approved.

3. COMMITTEE REPORTS

Bylaws Committee – Jodi Kayler reported to the Board that the committee had met and they were prepared for a work session later in the agenda.

Policies and Procedures Committee - Robert Lerch updated the Board on the committee's progress. They ran into a lot of questions and plan to get together again to move forward.

Contracting Committee – Robb Zerr gave a very brief update since it is on the agenda to review and work on the draft contract later.

Finance Committee – Vijay Patel deferred to Anthony Anton regarding a private/local account. Lynn Longan reported that it was being worked on and we needed to go back and get signature forms signed by the executive committee. There was not an actual treasurer's report at this time.

4. UNFINISHED BUSINESS

Work session to review and accept the bylaws.

Jodi Kayler provided a copy of draft of bylaws. The Board went through the entire document and made changes where appropriate. Anthony Anton made a motion to accept the amended bylaws, Vijay Patel seconded and the motion carried. The bylaws were approved unanimously.

Contracting with WTA – work session

Chairwoman, Judy Tuohy facilitated a discussion regarding matching funds and in kind donations. Marsha Massey provided a draft white paper outlining possible in kind match.

Sandra Adix helped clarify the board's responsibilities in contracting to include that they need to track all match including in kind. She also reiterated that all cash must be deposited into the private/local account.

David Blandford and Shiloh Burgess outlined how they would like to see the scope of work.

The Board and WTA leadership had a working session to negotiate the scope of work. Sandra Adix would meet with WTA leadership at a future date to go over the special terms and conditions of the contract.

5. Reading of letter

Ms. Tuohy read a letter from Rob Sendak that tendered his resignation to the Board due to a job change.

The meeting was adjourned at 2:26 pm.