



# Department of Commerce

Washington Tourism Marketing Authority

June 27, 2019; 10 am - 4 pm

The Conference Center at Seattle-Tacoma International Airport – Beijing Room

## Attendees:

**Washington Tourism Marketing Authority (WTMA):** Chair Judy Tuohy, Treasurer Vijay Patel, Secretary Jodi Kayler, John Eminger, Marsha Massey, Representative Ryu, Donna Sbarra, Senator Dean Takko, Todd Tatum, Robb Zerr

**Guests:** Sandra Adix, AAG; Lynn Longan, Commerce; Rebecca Connolly, JLARC; Zachary Freeman, JLARC; Mike Moe, WTA; Diana Thibado, WTA; David Blandford, WTA; Becky Bogard, Lobbyist for WTA; Ron Peck, Port of Seattle

**Absent:** Vice Chair Anthony Anton, Representative Bill Jenkin, Kris Rietmann, Tiffany Turner, Cindy Verge, Senator Maureen Walsh

***There were technical difficulties with the conference bridge. It was determined later that Representative Jenkin and Senator Walsh tried to call in, but were not connected with the room.***

## Meeting Objectives:

- ✓ Review and adopt policies
- ✓ Define standing committees
- ✓ Receive contractor's end of year report

Meeting was called to order by Judy Tuohy at 10:15 am. Attendees and those absent are noted above.

Before presenting their year-end report, the WTA staff asked for a clarification as to why they were required to have a 2:1 match for the legislated 2% administrative portion of the budget. Sandra Adix responded by noting that the legislation is written that way and also noting that the WTA, Commerce and the Board are interested in a fix to the RCW. Representative Ryu suggested we get our request in before September.

WTA presented their year-end report to the Board. There was discussion between board members and WTA.

## Officer Reports

**The Secretary Jodi presented the minutes they were adopted with a few grammatical edits suggested by Marsha Massey.**

**The Treasurer Vijay presented the monthly financial report and there was more discussion about what the Commerce funds were used for. Sandra Adix gave an explanation about how Boards get administered and funds are dispersed. There was general consensus that the**

Board would like to see a fix to the legislation and that Commerce funds be taken out of the state general fund instead of the allotted amount for “statewide tourism marketing services”.

### **Unfinished Business**

Jodi Kayler presented the Board with a draft of Governance Policies. The Board went through each section individually and made changes as needed. Each section was approved by a majority vote as changes were made.

Senator Takko moved that the Governance Policies be accepted with changes, John Eminger seconded and it passed unanimously.

Standing Committees were formed, duties decided upon and assignments were made as follows:

#### **Executive Committee**

*Judy Tuohy, Chair*

Anthony Anton, Vice-Chair

Vijay Patel, Treasurer

Jodi Kayler, Secretary

#### **Finance Committee**

*Vijay Patel, Committee Chair, Board Member*

Anthony Anton, Board Member

John Eminger, Board Member

Judy Tuohy, Board Member

Robb Zerr, Advisory Member

#### **Policy/By-laws Committee**

*Marsha Massey, Committee Chair, Board Member*

Jodi Kayler, Board Member

Tiffany Turner, Board Member

Cynthia Verge, Board Member

Kris Rietmann, Advisory Member

#### **Board Nominating & Development Committee**

*Cynthia Verge, Committee Chair, Board Member*

Marsha Massey, Board Member

Vijay Patel, Board Member

Senator Dean Takko, Elected Official

Senator Maureen Walsh, Elected Official

Todd Tatum, Advisory Member

#### **Contract Management Committee**

*Donna Sbarra, Committee Chair, Board Member*

Jodi Kayler, Board Member

Tiffany Turner, Board Member

Representative Bill Jenkin, Elected Official

Representative Cindy Ryu, Elected Official

Robb Zerr, Advisory Member

John Eminger moved that we adopt the standing and nominating committees and Donna Sbarra seconded. The motion passed unanimously.

The Finance Committee was reviewed and discussed. Representative Ryu moved that we accept the finance committee John Eminger seconded and it passed unanimously.

Draft Finance Policies were presented, discussed and modified. Vijay Patel moved that the modified finance policies be adopted, Donna Sbarra seconded and they passed unanimously.

General Policies were presented, discussed and modified. Representative Ryu moved that the general policies be adopted. John Eminger seconded and it was approved unanimously.

Jodi will compile the standing committee's duties and all of the policies for the board notebooks.

Lynn Longan updated the Board on the amendment of the WTA contract. With Sandra Adix's advice an amendment extending the dates only was signed by WTMA at the meeting and WTA signed the following day.

Upcoming special meetings are set for August 15, 2019 at SeaTac and October 24, 2019 in Walla Walla.

The meeting was adjourned at 2:25 pm.