



Thurston County Hotel & Motel Commission Meeting Agenda
Monday, October 28, 2019 • 3:30 pm

AGENDA

1. Welcome & Call to Order
2. Consent Calendar (items of a routine nature)
 - a. Approval of August 26, 2019 Minutes
 - b. Financials
3. Marketing & Communications Report
4. Nominations Procedure
5. Commissioner Nominations
 - a. Andrew Shin – LaQuinta – Lacey
 - b. Megan Payne – DoubleTree
6. Contract Renewal
7. Items from the Floor
8. Adjournment

Next Meeting: December 16, 2019



**Thurston County Hotel & Motel Commission Meeting Agenda
Monday, August 26, 2019 • 3:30 pm**

ATTENDEES: Anmol Singh, Jeetu Chaudhry, Angie Evans, Russ Hickey, John Hutchings, Shauna Stewart, Timmian Smith (staff)

MINUTES

1. Welcome & Call to Order – **The meeting was called to order at 3:38 pm.**
2. Consent Calendar (items of a routine nature) – **It was moved, second, passed unanimously to approve the consent calendar as presented.**
 - a. Approval of June 24, 2019 Minutes
 - b. Financials
3. STR Report – Please see attached. – OrgSupport will *ask Shauna Stewart for a digital version of the STR Report.* Lucky eagle and Chehalis tribe discussion around a similar funding model to the TPA. Little Creek is interested in event leads, but not necessarily room nights.
4. VCB Budget Review – Please see the attached draft budget. **It was moved, second, passed unanimously to approve the budget as presented.** *OrgSupport will ask Shauna Stewart for the VCB Budget presentation.*
 - a. How to get an audit of the county for TPA funds? Is there a process to verify that hotels are reporting accurately?
5. Marketing & Communications Report
6. New Commissioner Nominations – Greg Taylor resigned due to his relocation. Megan Payne at the DoubleTree is interested. Andrew Shin from the LaQuinta may be interested.
7. Items from the Floor
8. Adjournment – **The meeting was adjourned at 4:51 pm.**

Next Meeting: October 28, 2019

Olympia-Lacey-Tumwater Visitor & Convention Bureau

Profit & Loss Budget Performance

July through August 2019

	Jul 19	Budget	Aug 19	Budget	Jan - Aug 19	YTD Budget	% of Budget	Annual Budget
Ordinary Income/Expense								
Income								
40000 - LTAC								
40110 - LTAC-Lacey	0.00	0.00	0.00	0.00	40,000.00	40,000.00	100.0%	80,000.00
40115 - LTAC - Lacey Sports	0.00	0.00	0.00	0.00	10,000.00	10,000.00	100.0%	20,000.00
40120 - LTAC-Olympia	7,504.16	8,333.34	9,667.52	8,333.34	73,778.37	66,666.72	110.67%	100,000.00
40125 - LTAC-Olympia Sports	0.00	1,250.00	0.00	1,250.00	15,000.00	10,000.00	150.0%	15,000.00
40130 - LTAC-Tumwater	0.00	2,350.17	0.00	2,350.17	28,202.00	18,801.36	150.0%	28,202.00
40135 - LTAC -Tumwater Sports	0.00	544.17	0.00	544.17	6,530.00	4,353.36	150.0%	6,530.00
Total 40000 - LTAC	7,504.16	12,477.68	9,667.52	12,477.68	173,510.37	149,821.44	115.81%	249,732.00
40200 - Membership								
40210 - New Memberships	400.00	300.00	300.00	400.00	2,900.00	2,900.00	100.0%	4,400.00
40220 - Renewing Memberships	2,550.00	1,200.00	1,600.00	1,200.00	13,700.00	11,200.00	122.32%	17,500.00
Total 40230 - Trade Membership	300.00		200.00		2,798.00			
Total 40200 - Membership	3,250.00	1,500.00	2,100.00	1,600.00	19,398.00	14,100.00	137.57%	21,900.00
40300 - Private Funds								
40310 - Advertising	0.00	0.00	0.00	0.00	77,206.00	44,870.00	172.07%	44,870.00
40320 - Event Income & Sponsorship	0.00	0.00	0.00	0.00	14,640.00	16,900.00	86.63%	16,900.00
Total 40330 - In Kind Income	223.49	0.00	371.26	0.00	18,371.76	18,800.00	97.72%	18,800.00
40340 - Sponsorship Tourism	0.00	0.00	0.00	5,000.00	42,500.00	62,500.00	68.0%	62,500.00
Total 40300 - Private Funds	223.49	0.00	371.26	5,000.00	152,717.76	143,070.00	106.74%	143,070.00
Total 40400 - TPA Income	78,707.23	76,880.94	81,325.69	75,381.87	571,053.45	565,707.59	100.95%	942,023.53
Total Income	89,684.88	90,858.62	93,464.47	94,459.55	916,679.58	872,699.03	105.04%	1,356,725.53
Gross Profit	89,684.88	90,858.62	93,464.47	94,459.55	916,679.58	872,699.03	105.04%	1,356,725.53
Expense								
50100 - Marketing & Communications								
Total 50110 - Advertising	3,757.38	7,483.34	6,165.54	8,968.34	68,424.92	100,921.64	67.8%	153,650.00
Total 50120 - Content Development	3,630.00	4,951.43	3,630.00	4,451.43	30,367.62	27,754.29	109.42%	44,560.00
Total 50130 - Distribution	13,080.52	0.00	0.00	0.00	18,369.97	15,000.00	122.47%	15,000.00
Total 50140 - Layout & Design	57.00	1,583.34	0.00	1,083.34	4,720.85	7,966.68	59.26%	19,800.00
Total 50150 - Media FAM Tours	999.66	1,216.67	1,140.30	1,216.67	7,060.61	10,083.36	70.02%	15,000.00
50160 - Membership & Research	238.33	750.00	916.69	2,500.00	16,468.68	20,350.00	80.93%	20,460.00
Total 50170 - Printing & Brochures	0.00	916.67	2,500.00	916.67	6,527.57	6,333.36	103.07%	11,000.00
Total 50180 - Product & Development	0.00	0.00	43.71	4,000.00	1,171.44	6,000.00	19.52%	16,500.00
50190 - Promotional Items	0.00	0.00	0.00	0.00	105.02	1,000.00	10.5%	2,000.00
Total 50200 - Special Projects	0.00	1,500.00	0.00	1,500.00	0.00	3,000.00	0.0%	3,000.00
50250 - In Kind Marketing Expense	223.49		377.26		600.75			
Total 50300 - Visitor Guide	0.00	0.00	0.00	0.00	115,285.00	83,870.00	137.46%	83,870.00
Total 50400 - Website	0.00	250.00	0.00	3,130.00	41,960.48	51,140.00	82.05%	80,982.00
Total 50100 - Marketing & Communications	21,986.38	18,651.45	14,773.50	27,766.45	311,062.91	333,419.33	93.3%	465,822.00
51000 - Community Relations								
Total 51100 - Annual Meeting	0.00	0.00	0.00	0.00	15,906.46	0.00	100.0%	0.00
51200 - Meals & Registrations	78.59	383.34	101.58	383.34	931.07	3,066.72	30.36%	4,600.00
Total 51300 - Member Events	0.00	0.00	0.00	0.00	16,715.33	42,135.00	39.67%	42,645.00
Total 51000 - Community Relations	78.59	383.34	101.58	383.34	33,552.86	45,201.72	74.23%	47,245.00
52000 - Sales								
Total 52100 - Tradeshow & Sales Missions	0.00	0.00	110.00	350.00	8,426.70	9,010.00	93.53%	16,685.00
52200 - Event Sponsorship & Bid Fees	1,608.88	0.00	1,868.00	0.00	20,997.22	26,100.00	80.45%	34,500.00
Total 52300 - FAM Tours	0.00	275.00	0.00	275.00	0.00	2,200.00	0.0%	3,300.00
52400 - Client Entertainment	0.00	0.00	134.60	0.00	1,311.73	3,500.00	37.48%	5,350.00
Total 52000 - Sales	1,608.88	275.00	2,112.60	625.00	30,735.65	40,810.00	75.31%	59,835.00
60000 - Operations								
Total 60100 - Personnel Expense	48,100.68	47,580.22	43,501.25	44,580.22	355,558.40	381,070.37	93.31%	562,391.25
Total 60200 - Internet and Technology	2,514.99	2,825.00	2,583.49	2,825.00	21,015.15	22,646.00	92.8%	33,946.00
60310 - Rent & Facility Charges	5,831.48	5,834.94	5,632.94	5,834.94	45,919.69	46,679.48	98.37%	70,019.24
60320 - Equipment	0.00	0.00	0.00	0.00	0.00	500.00	0.0%	3,500.00
60340 - Insurance	0.00	0.00	0.00	0.00	3,294.50	3,100.00	106.27%	3,100.00
60360 - Licenses & Fees	0.00	0.00	10.00	0.00	10.00	180.00	5.56%	200.00
60380 - Postage and Shipping	8.00	250.00	278.65	100.00	1,150.59	1,400.00	82.19%	2,100.00
Total 60400 - Professional Development	795.00	0.00	0.00	2,000.00	13,536.15	13,010.00	104.04%	13,010.00
60410 - Printing	331.71	410.00	457.99	410.00	2,634.87	3,290.00	80.09%	4,925.00
Total 60500 - Professional Fees	100.00	105.00	100.00	105.00	1,812.50	4,405.00	41.15%	7,475.00
60550 - Repairs & Maintenance	0.00	50.00	0.00	0.00	0.00	300.00	0.0%	500.00
60570 - Supplies	520.28	708.34	448.50	708.34	2,348.75	5,666.64	41.45%	8,500.00
Total 60580 - Travel Expenses	457.31	2,400.00	1,592.85	1,325.00	10,504.51	14,055.00	74.74%	19,285.00

	Jul 19	Budget	Aug 19	Budget	Jan - Aug 19	YTD Budget	% of Budget	Annual Budget
Total 60600 · Bank Charges	28.60	20.00	71.15	15.00	219.55	199.00	110.33%	328.00
Total 60000 · Operations	58,688.05	60,183.50	54,676.82	57,903.50	458,004.66	496,501.49	92.25%	729,279.49
60700 · Bad Debt/Write Off	200.00		0.00		200.00			
Total 61105 · Marketing & Operations	0.00	0.00	3.10	195.00	2,494.29	2,800.00	89.08%	2,835.00
Total 61200 · Professional Fees	2,676.42	2,725.00	2,676.42	2,725.00	21,393.69	21,800.00	98.14%	32,700.00
Total 61000 · TPA Administration	2,676.42	2,725.00	2,679.52	2,920.00	23,887.98	24,600.00	97.11%	35,535.00
Total Expense	85,238.32	82,218.29	74,344.02	89,598.29	857,444.06	940,532.54	91.17%	1,337,716.49
Net Ordinary Income	4,446.56	8,640.33	19,120.45	4,861.26	59,235.52	-67,833.51	-87.33%	19,009.04
98100 · Interest Income	244.75	29.17	246.89	29.17	1,901.86	233.32	815.13%	350.00
Net Income	4,691.31	8,669.50	19,367.34	4,890.43	61,137.38	-67,600.19	-90.44%	19,359.04



Commissioner Nominations and Selection Process

- Step 1** OLTVCB & TCHMC announces request for nominations
- Step 2** TCHMC presents list of possible nominees
- Step 3** Possible nominees contacted by staff to determine interest and schedule interviews
- Step 4** Candidates interviewed by the Commission
- Step 5** Commission selects and recommends by resolution list of nominees to send to Board of County Commission for appointment/reappointment
- Step 6** Staff transmits nominee list to Board of County Commissioners
- Step 7** New Commissioners shall be announced

Process Guidelines

1. In collaboration with the Olympia Lacey Tumwater Visitor & Convention Bureau the Thurston County Hotel & Motel Commission shall announce a request for commissioner nominations, and self-nominations, on the Commission website and to the Commission distribution list and to all lodging businesses situated within the Thurston County Tourism Promotion Area.
2. Thurston County Hotel & Motel Commissioners shall be notified at least 1 week before the date of the interviews, with the list of proposed nominees.
3. Nominees shall be interviewed by the Commission at a Regular Meeting.
4. In the selection process, nominees identified by resolution shall be recommended to the Board of County Commissioners for appointment.
5. New Commissioners shall be announced.

ADOPTED by the Thurston County Hotel and Motel Commission this _____ day of _____, 2019.

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner

Commissioner