## **OUTLINE MINUTES**

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(Name of Committee, Board, Task Force, Commission)

Scribe: _	Date:
Karen Scott	November 14, 2008 Time:
	8:30 am
	Location: Exec
	Executive Conf. Room, Civic Ctr.

Members Present: Derek Young, Warren Zimmerman, Randy Fortier, John Moist

Staff Present: Karen Scott, Laureen Lund

Guests: Jennifer Kilmer, Harbor History Museum

Topic	Recommendation/Action	Follow-up (if needed)
Candlelight Christmas in the Harbor	John shared the details of the event which takes place December 12,13 and 14	Karen will get the information on the website as well as at the visitor center
Budget	Issue of marketing director salary being adjusted at 90% tourism/ 10% admin was	Karen will email Warren a copy of the most revised marketing plan. City Council budget
	discussed. Derek Young informed the LTAC that her administration duties would be reflected in that change accordingly. Her city	approval will take place on Monday December 8 <sup>th</sup> .
	newsletter, municipal city website, concerts, movies and various other duties would have to	
	be re-evaluated. Laureen Lund stated that she is capable of performing the public relations	
	duties solely. Laureen pointed out the three major areas for cuts in the tourism budget.	
	Warren Zimmerman questions the goals and plan the LTAC has established. Derek stated	
	the projected budget numbers are down significantly from earlier projections. Randy	
	Fortier stated he hopes that if Laureen's time is adjusted (90/10) that the additional time	
	allotted needs to be dedicated to tourism	
Visitor Information Center- how to satisfy	Randy Fortier suggested that the visitor	A sign will be posted on the website and on the
visitors when the center is not open	information center work with the chamber and	door of the VIC directing visitors to the

Topic	Recommendation/Action	Follow-up (if needed)
	possibly post a sign informing visitors of the chamber location. Laureen asked for input on the hours and shared the visitor numbers that had been tallied. Jennifer Kilmer stated that she thought front-loading the close would be wise. For example, spreading it across Jan and Feb rather than a longer period later into the year. Warren asked if possibly main street would be willing to assist visitors one day	chamber. Laureen will meet with Carola Stark about possibly utilizing main street on off days.
Tourism Promotion Area Ra Co Thi agr ear sta buc	Randy is awaiting feedback from Pierce County regarding the future TPA collection. This information hinges on several inter-local agreements that may be available, at the earliest, after the first of the year. Randy states that because of the Pierce County budget cycle ends mid-year the collection period may not begin until 2010.	
Next Meeting		Next Meeting was scheduled for Thursday January 8 <sup>th</sup> , 8:30 am, Executive Conference Room. City Hall
Meeting adjourned 9:20 am		