

Middletown Convention Visitors & Business Bureau
February 11, 2010
8:30 a.m
City Building, Conference Rm 2C

Attendees: Dick Boyea, Fran Sack, , Linda Moorman, Maria Langendorf, Joe Mulligan, Dana Picard, Gary Lebo, Kirsten Wright, Mark Hecquet, Kent Bradshaw, Marie Edwards

Ms. Moorman called meeting to order at 8:32 a.m.

Previous Minutes Discussion: Clarification of City Manager's request to postpone electronic signage. Board discussed possibly drafting a letter of endorsement to the zoning department. Motioned for approval: Mr. Mulligan; 2nd Ms. Sack; unanimous

Financial Report

- Statement of MCVB Activities
- Ms. Moorman has met with Mr. Hecquet to review CVB by-laws; meeting has been set with the Finance Director, Russ Carolus (DATE?)
- Motion for approval: Mr. Boyea; 2nd Ms. Picard; unanimous

New Business

- Ms. Moorman requested a committee to review CVB by-laws and financial responsibilities: Mulligan, Sack, Picard, Moorman, Boyea
- Board of Directors Insurance, Mr. Hecquet: The policy is through Insurance Associates. The entire board is covered for liability purposes.
- New Board member nominations: Virginia Wickline
BCCVB will assist with a recruiting process
Discussion of quality board members
- City Maps
 - Provided by the BCCVB
 - Ms. Moorman request the BCCVB draft a new map of the just the City of Middletown, maps from the City Engineering Department does not feature attractions
- CVB Contract: Contract expire in May; discussion tabled

Old Business

- Rubric Committee Update
 - Mr. Bradshaw explained draft; formula still needed for dollar amount awarded
 - Grant application must be rewritten
 - Meeting needed for after grant process tabulation and new application
 - New grant application available to public by March 1
 - Application deadline March 31
- **Music Licensing:** City will handle the licensing through the Public Works & Utilities Department as in previous years

Motion to Adjourn: Ms. Picard; 2nd Bradshaw
Meeting Adjourned 10:00

Next Meetings :

March 25th
April 22