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EAST CENTRAL ITBEC BOARD

Wednesday, February 3, 2010

Winnebago County Courthouse Campus
Oshkosh, WI

MINUTES

CALL TO ORDER: East Central ITBEC Board Chair Stan Kline called the meeting to order at 1:00 p.m.

ROLL CALL: Stan Kline, Winnebago County; Matt Payette, Kewaunee County; Bill Barribeau & Kelly Nieforth, Calumet County; and Citizen Member Paul Sundquist. **EXCUSED:** Dave Albrecht, Winnebago County. **ABSENT:** Donald Walters, Kewaunee County. **STAFF:** David Dumke & Bill Korrer, Wisconsin Counties Association (WCA) Field Services Representatives.

Introductions were made around the room.

APPROVAL OF OCTOBER 6, 2009 MINUTES: Motion by NIEFORTH, second by PAYETTE, to approve the October 6, 2009 minutes. Motion carried.

CHAIR'S REMARKS: East Central ITBEC Chair Stan Kline welcomed everybody to Winnebago County and Oshkosh.

PROJECT DIRECTOR'S REPORT:

- a. Wisconsin Ability Network: The CBED grant for the Wisconsin Ability Network has run its course and the possibility of a CDBG grant is being explored. The CDBG grant would need to be run through a county. The grant request would possibly be in the amount of \$40,000 with some match being provided by the partnering counties.
- b. Northern Networks Conference: The 2010 Northern Networks Conference will be September 15, 16, and 17, 2010 in Fort Frances, Ontario. The theme will be sustainable agriculture along with a tourism element focusing on the First Nation people.
- c. Annual Statewide ITBEC Conference Planning: Dave Dumke explained how each ITBEC is being asked for their preference of locations for the 2010 Annual Statewide ITBEC Conference. Choices include Lac du Flambeau, Stevens Point, Oshkosh, Antigo, and La Crosse. After the votes are tallied, potential dates can be explored at the location. Right now, midweek dates in the second or third week of July would be the first choice. Things should be finalized within a month at the most.

- d. Northeast Wisconsin Global Trade Conference: The East Central ITBEC is a sponsor of the 8th Annual Northeast Wisconsin Global Trade Conference that will be held March 30, 2010 in Oshkosh. As part of the sponsorship, the East Central ITBEC receives two complimentary registrations. If anybody is interested in attending, they are asked to contact Bill Korrer so the proper notifications can be made.

REAPPOINTMENT OF CITIZEN MEMBERS: The East Central ITBEC Bylaws allow for the appointment of Citizen Members to both the Board and the working committees. Currently, Paul Sundquist is a Citizen Member of the Board and Arlene Schmuhl is a Citizen Member appointee to the Tourism Committee. Motion by NIEFORTH, second by PAYETTE, to reappoint Paul Sundquist as a Citizen Member to the East Central ITBEC Board and to reappoint Arlene Schmuhl as a Citizen Member to the Tourism Committee. Motion carried.

ACTION ITEMS:

- a. Accept \$5,000 From WCA for Travel Expenses: Motion by NIEFORTH, second by PAYETTE, to accept \$5,000 from the WCA for travel expenses. Motion carried.
- b. Reallocate Funds to "Other Operating Expenses" Account: Motion by PAYETTE, second by NIEFORTH, to reallocate sufficient funds to the Other Operating Expenses Account line item for a \$1,000 total. Funds to come from the East Central ITBEC Project Funds Account. Motion carried.
- c. Website Hosting & Maintenance: Motion by NIEFORTH, second by PAYETTE, to allocate \$1,000 to be designated for website hosting, maintenance, and domain renewal. Funds to come from the East Central ITBEC Project Funds Account. Motion carried.
- d. Northern Networks Conference Sponsorship: Motion by PAYETTE, second by NIEFORTH, to support the 2010 Northern Networks Conference with a \$500 sponsorship. Funds to come from the East Central ITBEC Project Funds Account. Motion carried.
- e. Northern Networks Conference Expenses: Motion by NIEFORTH, second by PAYETTE, to allocate funds to reimburse East Central ITBEC Board and Committee (Tourism and Business) members for direct expenses resulting from attendance at the 2010 Northern Networks Conference. Direct expenses would include registration fees (receipt required), lodging - receipt required (limited to the nights of September 15 & 16 - not to exceed the conference rate), meals (detailed receipts required and not to exceed the allowable WCA rate), and mileage at the federal reimbursement rate. Funds would come from the \$5,000 travel expense funds from WCA first; and if those funds are depleted, from the East Central ITBEC Project Funds Account. Motion carried.

f. Annual Statewide ITBEC Expenses: Motion by NIEFORTH, second by BARRIBEAU, to allocate funds to reimburse East Central ITBEC Board members and Committee members (Tourism and Business) for direct expenses resulting from attendance at the 2010 Statewide ITBEC Conference. Direct expenses would include registration fees, lodging for one night – receipt provided (not to exceed the allowable state rate), meals (detailed receipts required - not to exceed the allowable WCA rate), and mileage at the federal reimbursement rate. Funds would come from the \$5,000 travel expense funds from WCA first; and if those funds are depleted, from the East Central ITBEC Project Funds Account. Motion carried.

EAST CENTRAL ITBEC PROMOTIONAL ITEMS UPDATE: Kelly Nieforth told the Board that with the approval of the fishing guide project, they are thinking about something to tie into that promotion. Ms. Nieforth showed the Committee examples of the items already purchased, like the collapsible frisbee and the cube pen.

WEBSITE DEVELOPMENT UPDATE: Kelly Nieforth informed the Board that just some finishing touches are being applied to www.travelthelakes.com website.

FINANCIAL REPORT: Bill Korrer explained the current financial report to the Board. Mr. Korrer suggested closing several of the line item accounts to simplify the bookkeeping. Mr. Korrer suggested that the “Lake Winnebago Tourism Project” line item in the amount of \$37.00 be closed out. Motion by NIEFORTH, second by BARRIBEAU, to close “Lake Winnebago Tourism Project” line item and return the balance of \$37.00 to the unallocated revenue account. Motion carried. Mr. Korrer recommended closing the “Survey on Rail Service” line item. Motion by PAYETTE, second by NIEFORTH, to close the “Survey on Rail Service” line item and return the balance of \$500 to the unallocated revenue account. Motion carried. Motion by PAYETTE, second by NIEFORTH, to apply \$500 to the “Business Committee Projects” line item from the unallocated revenue account. Motion carried. Mr. Korrer recommended closing the “Boat & Sports Show Expenses” line item. Motion by NIEFORTH, second by BARRIBEAU, to close the “Boat & Sports Show Expenses” line item and return the balance of \$845.83 to the unallocated revenue account. Motion carried.

TOURISM COMMITTEE REPORT: Tourism Committee Chair Paul Sundquist told the Board that the Committee has its house in order with all the projects moving along well. All the major projects have been previously funded. The Tourism Committee is committed to focusing on the strengths in the area - the large bodies of water and the human desire to experience it.

BUSINESS COMMITTEE REPORT: There is nothing new to report from the Business Committee.

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ITEMS FOR FUTURE AGENDA: No suggestions were made for agenda items.

SET NEXT MEETING DATE: The next East Central ITBEC Board meeting will be held on May 11, 2010 starting at 1:00 p.m. in Oshkosh.

ADJOURNMENT: Motion by BARRIBEAU, second by SUNDQUIST, to adjourn at 2:10 p.m.
Motion carried.