

## **Wind River Visitors Council (WRVC) Meeting Minutes**

**Thursday, Jan. 27, 2022**

**CWC Room MH200D, Riverton, WY**

**PRESENT:** Frank Welty – Dubois; Randy Lahr – Dubois; Julie Buller – Riverton; Hal Herron – Riverton; Owen Sweeney – Lander; Helen Gordon – Hudson; John Bass – County; Joel Highsmith – Shoshoni; Cy Lee – County (Arrived 10:23 a.m.)

**ABSENT:** Thomas Pede – Lander

**WRVC STAFF:** Helen Wilson, Melanie Hoefle

**GUESTS:** Gary Weisz – Shoshoni; Wanda Weisz - Shoshoni Chamber of Commerce; Tony Tolstedt – Riverton City Administrator; Cartla Witthar – Shoshoni Chamber of Commerce; Janet Winslow – Riverton Chamber of Commerce

**CALL TO ORDER:** President Randy Lahr called the meeting to order at 10:06 a.m. A quorum was present.

**REVIEW & APPROVE AGENDA:** Joel Highsmith requested that the Review and Approval of the Agenda be moved before the Executive Session. Helen Wilson stated that it had been requested that “Shoshoni TAD Funds Distribution” be removed from the Agenda. Given these changes, Joel Highsmith moved, and Helen Gordon seconded to approve the Agenda. Motion carried unanimously.

**EXECUTIVE SESSION (closed to the public):** Randy Lahr called an Executive Session with the full Board of Directors and Helen Wilson. (Ended at 11:10 a.m.)

**APPROVAL OF NOVEMBER 18 MINUTES:** Owen Sweeney moved, and Hal Herron seconded to approve the Minutes as submitted. Motion carried unanimously.

**TREASURER’S REPORT:** Helen Wilson presented the Treasurer’s Report.

- A. The Board asked a few questions about the accounts payable page, and Helen explained.
- B. Helen Wilson discussed the revisions made to the budget, which required a vote to adopt. The proposed revisions included CARES funds, the removal of a third staff position, increasing the amount of TAD funds going to Hudson and Shoshoni and an increase in the New Opportunities funds, as well as the removal of the cash carryover, as this was no longer needed.
- C. Hal Herron moved to approve the Financials and revised budget and Helen Gordon seconded. Motion carried unanimously.

**POLICY DISCUSSION:**

- A. Helen Gordon requested that texting be added to the Code of Conduct and Email Policy. Cy Lee moved to approve the Code of Conduct and Email Policy with the addition of the texting clause, and Helen Gordon seconded. Motion carried unanimously.
- B. The Employee Policy Manual was discussed, along with a spreadsheet that compares contracted pay (McCormick Marketing), in-house pay and some information from other Destination Marketing Organizations in Wyoming of Executive Director salaries and retirement matches. The Wind River Visitors Council is saving about \$122,633.74 by using in-house staff.
- C. The Employee Policy Manual includes a proposed Simple IRA Retirement Plan for full-time Wind River Visitors Council employees. It was proposed that the Wind River Visitors Council match the employee's contribution percent up to a maximum of three percent. John Bass moved to approve the Employee Policy Manual, and Joel Highsmith seconded. Motion carried unanimously.

**TAD REPORTS:**

- A. Joel Highsmith presented the 2020/2021 TAD Report for Shoshoni, as well as the TAD expectations for 2022. Carlta Witthar from the Shoshoni Chamber of Commerce answered questions from the Board of Directors.
- B. Janet Winslow presented the 2021 TAD Report for Riverton.

**OTHER BUSINESS:**

- A. Governor's Hospitality and Tourism Conference occurs from February 28 to March 1 in Cheyenne. The Board of Directors discussed who should attend the conference, in addition to Helen Wilson, who was already registered. It was emphasized that the representatives who do attend the conference must have a unified voice. Frank Welty motioned for Melanie Hoefle and Julie Buller to join Helen Wilson at the conference; Joel Highsmith seconded, and the motion carried unanimously.

**PUBLIC COMMENTS:** Carlta introduced herself as the Treasurer of the Shoshoni Chamber of Commerce and thanked the WRVC for providing funding to help the community of Shoshoni. Janet Winslow asked again that the Riverton TAD debt towards Dubois be forgiven.

There being no further business to come before the meeting, the meeting adjourned at 12:20 p.m.

Respectfully submitted, Melanie Hoefle.