



MINUTES

**REGULAR CALLED MEETING
TOURISM ADVISORY BOARD
TUESDAY, NOVEMBER 28, 2017 AT 6:30 PM
City Council Chambers, Building Four
450 Cypress Creek Road, Cedar Park, Texas 78613**

BOARD MEMBERS

- Matthew Olguin, Place Two, Chair
 Robert Schoen, Place One
 Georganne Duron, Place Three
 Joe Greco, Place Four, Vice Chair,
 Tona Allen, Place Five
 Linda Ayotte, Place Six, Sect.
 Jeff Kikel Place Seven.

AGENDA

- A.1 CALL TO ORDER, QUORUM DETERMINED, MEETING DECLARED OPEN.
Chairman Olguin called the meeting to order at 6:30 pm and noted the presence of a Quorum with Board Members Robert Schoen and Jeff Kikel being absent.
- A.2 Board Members Opening Comments.
a. Welcome Georganne Duron, Board Member Place 3
Chairman Olguin recognized and welcomed Georganne Duron, newly appointed Board Member, Place 3.

Mrs. Duron expressed appreciation for being welcomed to the Board. She noted she had been a resident of Cedar Park for 12 years and looked forward to working with the Board.
- A.3 Citizen Communications.
(This is an opportunity for citizens to offer comments related to items not listed on the agenda. Speakers are limited to three minutes and the Board may not engage in dialog with the speakers but may offer factual corrections.)
No Citizens Communications were received.
- A.4 Presentations:
None Scheduled.

STAFF REPORTS (DISCUSSION ONLY)

- B.1 2017 Fourth Quarter Report On Revenues, Expenditures, And Fund balance. (Chad Tustison, Assistant Finance Director)

Chad Tustison, Assistant Finance Director introduced Matthew Lee, Budget Manager and advised the Board that Matthew would be representing the Finance Department at future meetings.

Matthew distributed copies of the Fourth Quarter 2017 Finance Report for Board review. He explained the information contained in the report was unaudited at this time and reflected data as of the end of Fiscal Year 2017.

As of the end of FY 2017 revenue collections (HOT funds) totaled \$745,861 (11% over budget estimate). Expenditures (budgeted at 681,000) totaled \$574,200 (84% less than budget) with a projected end of year fund balance of \$1,499,760.

Two proposed projects, NOLA (\$35,000) and the Craft Beer Festival (\$25,000), had cancelled during the year and those funds were not expended and had been returned to Fund Balance. In addition, the Texas Museum of Science and Technology (\$26,500) had been closed for renovations from August to September and had filed for reimbursement in the amount of \$15,074, a budget savings of about \$11,000.

CONSENT AGENDA

Pursuant To Tourism Advisory Board Rule, the Consent Agenda consists of all items set forth on Agenda Items C.1, C.2, and C.3. The Consent Agenda May Be Approved By A Single Motion.

- C.1 Approval Of The Minutes From The October 24, 2017 Tourism Advisory Board Meeting.
- C.2 Authorization To Excuse The Absence Of Board Member Linda Ayotte From The October 24, 2017 Board Meeting.
- C.3 Authorization To Excuse The Absence Of Board Member Jeff Kikel From The October 24, 2017 Board Meeting.

Board Member Joe Greco moved approval of the Consent Calendar. Board Member Linda Ayotte seconded the motion. The Board approved the Motion with an affirmative vote of 5-0 with Board Members Schoen and Kikel absent.

REGULAR AGENDA (DISCUSSION AND POSSIBLE ACTION)

- D.1 Overview Of The Tourism Board's Role And Authority, Including Open Government Requirements, Rules And Procedure, And Conflicts Of Interest. (Jill Hoffman, Assistant City Attorney)
Jill provided a review of a variety of legal and procedural matters as a way to inform the Board of responsibilities and Board authorities contained in state law, City Charter, and the Boards Rules and Procedures.

Specific attention was directed to Open Meetings and Public Information requirements; the definition of a Quorum; avoiding inadvertent communications that would result in an improper meeting; and when members may have a perceived conflict of interest when discussing matters that may come before the Board.

Jill reminded the Board that if they have any questions or may need clarification to contact her for assistance.

D.2 Consider Board Subcommittee Memberships.
After review of the list of subcommittee members and vacancies, Board Member Duran expressed interest in serving on the Marketing and Advertising Subcommittee. Board Member Ayotte moved to designate Board Member Duran to the subcommittee. Board Member Tona Allen seconded the motion. The Board approved the Motion with an affirmative vote of 5-0 with Board Members Schoen and Kikel absent.

Board Member Duran also expressed interest in serving on the Historic Preservation Subcommittee. Chairman Olguin moved to designate Board Member Duron to the Historic Preservation Subcommittee. Board Member Greco seconded the Motion. The Board approved the motion with a majority vote of 5-0 with Board Members Schoen and Kikel being absent.

D.3 Consider Cancellation Of The Wednesday, December 13, 2017 Regular Scheduled Board Meeting.
The Board discussed the possibility of cancellation of the December 13th meeting. Staff advised the Board of the possibility a possible project proposal that might be submitted. This may require consideration by the Board as early as December, or possibly a need for a special called meeting in early January.

The Board concurred with the cancellation of the December meeting allowing staff to determine if the December meeting would be needed to consider a project application.

ADMINISTRATIVE ITEMS

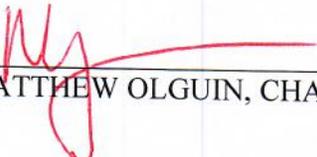
(Board members and staff may discuss items related to the board member's general duties and responsibilities. The Board may not take a vote or other action on any item other than to obtain a consensus regarding how items are to be placed on future agendas for formal action. The Board may use Closing Comments to request future agenda items.)

E.1 Board Members Closing Comments.

Next Regular Scheduled Tourism Advisory Board Meeting: Wednesday, December 13, 2017 at 6:30 P.M. at the Cedar Park City Hall Council Chambers, 450 Cypress Creek Road, Building Four.

F.1. Adjournment.
There being no further business for consideration by the Tourism Advisory Board, the Chair adjourned the meeting at 7:20 pm.

27th Day of March
PASSED AND APPROVED THE ~~23rd~~ DAY OF JANUARY, 2018.


MATTHEW OLGUIN, CHAIR

ATTESTED BY:


LINDA AYOTTE, SECRETARY