



Visit Estes Park  
The Destination  
Marketing Organization  
VisitEstesPark.com

## Board of Directors Regular Meeting Minutes

Wednesday, May 23, 2018, 1:00 p.m.  
Town Hall Board Room, 170 MacGregor Ave

Board Members Attending: Sean Jurgens, Kevin Benes, Stefano Tomasello, Lowell Richardson and Pat Murphy

Board Members Absent: Deborah Gibson

Also Attending: Claire Woodcock

Suzy Blackhurst, Interim CEO, Visit Estes Park  
Wendi Bryson, Operations Manager, Visit Estes Park  
Jonathan Chmil, Lyons Gaddis, Visit Estes Park Attorney  
Rick DelaCastro, Recruiter, Employers Council

The meeting was called to order by Chair Sean Jurgens at approximately 1:10 pm.

### PUBLIC COMMENT.

None

### REPORTS.

Town Board Liaison Update – Trustee Ken Zornes - Absent

### CHAIRPERSON'S MESSAGE.

Jurgens read the primary action items on the agenda and asked for comments or suggested changes. Hearing none Richardson moved to approve the agenda, Murphy seconded. With no further comment, the motion passed unanimously.

### PRESIDENT & CEO.

Blackhurst gave a brief overview of the written CEO report and informed the board the next quarterly meeting with the Town and County was scheduled. She explained that in June the Town has added the 5-year review of Visit Estes Park to the work session agenda.

### CONSENT AGENDA.

Murphy moved to approve all the meeting minutes included in the packet, Richardson seconded. With no further comment, the motion passed unanimously.

### COMMITTEE REPORTS.

Benes gave an update on what the finance committee had been working on and read off the attached statement. Richardson moved that the three recommendations to institute a comprehensive travel policy for the staff and board members before the end of 2018, submitting the two binders with the transactions the committee had reviewed be sent to a third party to redact personal information and then making those binders available for the public, Jurgens seconded. With no further comment, the motion passed unanimously.

EXECUTIVE SESSION.

1. Executive Session to conference with the Visit Estes Park attorney for the purpose of receiving legal advice on specific legal questions pursuant to Sec. 24-6-402 (4)(b), C.R.S
2. Executive Session for the consideration of personnel matters involving the selection, appointment and employment of a CEO pursuant to Sec. 24-6-402(4)(f), C.R.S.

Jurgens moved pursuant to Colorado Revised Statutes, Title 24, Article 6, Section 402, at subsection 4(b) and Title 24, Article 6, Section 402 at subsection 4(f) to go into executive session to discuss specific legal questions with our attorney and to consider personnel matters involving the selection, appointment and employment of a CEO, Richardson seconded. The board entered into Executive Session at approximately 1:30pm and resumed regular session at approximately 2:40pm

RETURN TO REGULAR MEETING

Jurgens moved to table the selection of the CEO and call a special meeting on Tuesday May 29 at 1pm in the Town Board Room, Benes seconded. With no further comment, the motion passed unanimously.

BOARD COMMENTS.

Jurgens gave a brief update on the open board seat and the lack of applicants to fill the position.

ADJOURN.

Jurgens adjourned the meeting at approximately 3:00pm.

  
\_\_\_\_\_  
Wendi Bryson, Recording Secretary

DATE: 6/27/18

  
\_\_\_\_\_  
Sean Jurgens, Chair

DATE: 6/27/18

I have spent the last two weeks reviewing all transactions from 2016 and 2017 involving any past board member, their businesses as well as all transactions made by all Visit Estes Park employees in that same time period.

This information was gathered by our outside accountant and presented to me in 2 binders each containing thousands of transactions.

I reviewed all this information as I would as an external auditor. I would like to state now that I am not a licensed CPA in the State of Colorado, I gave that career up before relocating and while I have not served in a Corporate auditing role for many years I did serve as an internal auditor for 5 years. With that said this review was simply a review and was not an audit.

While reviewing the transactions I was looking for the following:

- Transactions outside normal operating business
- Any instance of preferential treatment to a board member or their business interests
- Personal expenses submitted for reimbursement or the use of the VEP credit cards for personal reasons (without reimbursement from the employee)
- Any contract, patronage or favors given to businesses with board member interest from VEP staff
- Transactions not in line with VEP policies and procedures in 2016 and 2017 respectively.

The points of interest that I discovered in this research are the following:

- I did not find any indication of special treatment being given to any board member or their businesses. Visit Estes Park employees did spend a lot of funds in our community and it appears to have been very evenly spread out among stakeholders and business owners in the community.
- Receipts from travel were not up to a standard I am comfortable with. This has been discussed at a previous board meeting and I hold that same opinion. There are many restaurant receipts that are for substantial amounts that do not contain itemized receipts or the names of those present. The names are included on a separate spreadsheet to reconcile. While this is not a best practice, my research has found that this was not against policy at the time of the transactions. The current board has already taken steps to improve this process going forward.
- Travel expenses were higher than the averages for the city travelled to. My review of VEP policies and procedures revealed relatively lax travel policies. From my outside perspective it appears that the VEP staff "traveled well", but without a clear travel policy this was all within our policies and guidelines. On this point I recommend the board develop a travel policy to adopt before the end of 2018.
- Personal expenses were not submitted for reimbursement in a timely manner. This was a violation of policy as the VEP policies and procedures has in place a window to submit for reimbursement. I believe that going forward the new CEO needs to be fully aware of the expectations regarding reimbursement of expenses and it is the responsibility of this board to enforce that policy.

- Employee recognition exceeded the policy stated amounts on one occasion. The policy states a \$50 allocation for employee recognition and each employee was given a \$100 recognition gift.

In conclusion it is my opinion based on the information I reviewed that a forensic audit is not required for the year 2016. The year 2017 is currently under audit and barring any discoveries from the firm I would recommend the same for 2017.

I do, however have recommendations for the Board based on this review:

- Institute a comprehensive travel policy for staff and Board members
- Submit the 2 binders of these transactions I reviewed to a third party to redact personal information
- When personal information has been redacted I suggest we make these 2 binders available for the public to review

At this time I would like to answer any questions from board members and, if appropriate make a motion to approve my three points listed above.