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Board of Directors Special Meeting Minutes

Friday, July 6, 2018, 10:30 a.m.
Conference Room, 1200 Graves Ave

Board Members Attending: Sean Jurgens, Kevin Benes, Deborah Gibson, Lowell Richardson and Pat Murphy

Also Attending: Claire Woodcock

Suzy Blackhurst, Interim CEO, Visit Estes Park
Shannon Davis, Marketing Director, Visit Estes Park
Wendi Bryson, Operations Manager, Visit Estes Park

The meeting was called to order by Chair Sean Jurgens at approximately 10:40 am.

PUBLIC COMMENT.

None

CHAIRPERSON'S MESSAGE.

Gibson moved to approve the agenda, Richardson seconded. With no further comment, the motion passed unanimously.

INTERIM CEO.

Richardson moved to approve the employment contract with Shannon Davis, Gibson seconded. With no further comment, the motion passed unanimously.

OPEN FINANCE POSITION.

Richardson shared that part of the issue was that there was a posting already put out for the position and there were only a total 2 or 3 applications with only one candidate being qualified. Richardson shared that part of his concern was that it was a finance manager position and that the position really need to have a higher amount of fiduciary responsibility. He explained that most CEOs don't have a solid finance background, and that we really needed to move the finance management position to an officer position to allow it to have the function and control necessary to manage the budget. Richardson asked Benes if he had any more to add to why the responsibilities were being expanded. Benes shared that by elevating the position the finance officer would be legally responsible and would report to the CEO and the Board. He then explained that this would also allow the organization to bring the outsourced bookkeeping and payroll completely in house and that this would offset the increase in salary required to elevate the position from management to officer. Jurgens asked Benes what that increase would need to be. Benes explained that it was at sixty, but he would guess the new range would be from seventy-five to eighty-five or ninety. Gibson asked to clarified that HR was already done in house, Bryson stated that was one of her responsibilities. Benes added that the payroll company was already in the process of being changed, so bringing that in house would not make a big impact.

Jurgens asked Davis as the incoming Interim CEO if he was comfortable with the changes being proposed. Davis agreed and explained that he would be far more comfortable having someone at that level to back him and allow him to focus where his strengths are. Benes pointed out that this change works, because the organization is now doing a full separate audit. Outsourcing the accounting before when VEP was a component of the Town's audit provided us additional accountability, but with the separate audit that was no long necessary. He stressed that the full accountability was there with an officer reporting to an outside audit firm and the board. Jurgens asked if check processing would still be done by a third party and Benes said no. The checks will be printed in house, but the signatory process would not change. All checks would still require two board member signatures going forward.

BOARD COMMENT.

None

ADJOURN.

Jurgens adjourned the meeting at approximately 11:00am.



Wendi Bryson, Recording Secretary

DATE: 7/25/18



Sean Jurgens, Chair

DATE: 7/25/18