





## Hendricks County Convention and Visitors Bureau, Inc. Agenda

 Mon May 23rd, 2022

 9:30am - 11:00am EDT

 Crawley Business Center, 8 W. Main St., Danville, IN 46122

### 1. **Welcome**

JULIE CALLIS

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### 2. **New Business**


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#### a. **Staff Structure Recommendations**

The VHC Personnel Committee brings forth the attached reviews and recommendations for full Board approval.

 2022 Staff Update VHC FINAL 051222.pdf

##### i. **Updated Organizational Structure**


 2022 Org chart with photo.png

##### ii. **Updated Job Descriptions and Titles**

 VHC Edited Job Descriptions Tracked Changes 0517.pdf

 VHC 2022 Job Descriptions NEW Binder 0517.pdf

##### iii. **Updated Salary Ranges**

 2022 VHC salary ranges.pdf

##### iv. **Revised Full Time Staff Benefits**

 052022 VHC Benefits.pdf


#### b. **2021 Audit Presentation**

### 3. **Metrics and Finances**

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#### a. **Financial Reports**


JAIME BOHLER SMITH

 05 VHC Financial and Performance Report.pdf

b. **Industry Performance Reports**

JAIME BOHLER SMITH

 03 MAR 2022 HC Hotel Performance Dashboard.pdf

 03 MAR 2020-22 Index Report.pdf

c. **Treasurer's Comments**


LEW WHITE

 003 March & 004 April Treasurer Rerport NFP.pdf


#### 4. **Consent Approval Items**

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a. **Minutes March 10, 2022**

 003 March 2022 NFP minutes.pdf

b. **Financials as of April 30, 2022**

 004 April P&L Actual vs Full Year Budget NFP.pdf

 004 April Balance Sheet Prev Year Comparison NFP.pdf

c. **Increase Communications Manager credit limit to \$5,000**

d. **Staff Reports**

i. **Executive Director Report**

JAIME BOHLER SMITH

 005 May ED Report 2022.pdf


ii. **Director of Marketing Report**

SARAH FERGUSON

 003 Marketing Report\_May.pdf

iii. **Dashboards and KPIs**

SARAH FERGUSON

 05 May Meeting Dashboards (Mar-Apr 2022).pdf

#### 5. **Programming Updates**

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a. **Zartico Strategy Demonstration**

SARAH FERGUSON

b. **Legal Counsel Update**

GLENN BOWMAN

#### 6. **Unfinished Business**

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#### 7. **Member Comments**

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#### 8. **Public Comments**

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#### 9. **Adjournment**

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a. **Next Business Meeting scheduled for July 14th at 2:30 PM**