



AGENDA

PLEASANT PRAIRIE CONVENTION & VISITORS BUREAU

10214-39TH AVE.

PLEASANT PRAIRIE, WI 53158

Friday, June 5, 2020

2:00 PM

1. Call to Order
2. Approve Meeting Minutes from Tuesday, January 14, 2020
3. Enter into Executive Session – Personnel Matters
4. Return to Open Session
5. Presentation of Audit – Diana Lutman, CPA/Partner, RitzHolman
6. Consider and Approve the 2019 Audit
7. Consider Approval of a Capitalization Policy
8. Consider Approval of an Online Bill-Pay Policy
9. Executive Director's Report & Financial Review – Michelle Williamson
10. Receive Report Regarding the Impact of COVID-19 on the Hotel Industry – Kyle Highberg
11. Receive Report Regarding the Impact of COVID-19 on the RecPlex – Craig Anderson
12. Director of Marketing & Communications Report – Sarah Howard
13. Consider Approval of Contract with McDaniel's Marketing
14. Consider Approval of Contract with Gripko Productions LLC
15. Consider Approval of Partnership Agreement with the Pleasant Prairie RecPlex
16. Consider 2020 Board Meeting Dates
17. New Business
18. Adjournment

Please contact the PPCVB if special accommodations are needed.

10214 – 39th Ave., Pleasant Prairie, WI P: 262.771.1080