

**Lake County Convention and Visitors Bureau  
D/B/A South Shore Convention and Visitors Authority  
Minutes of December 19, 2019  
Page 1 of 6**

The Board of Directors of the Lake County Convention and Visitors Bureau  
Met in a **REGULAR MEETING**  
at South Shore Convention and Visitors Authority  
7770 Corinne Dr., Hammond, IN 46323  
Thursday, December 19, 2019 at 12:00 P.M. (C. S. T.)  
PURSUANT TO AND IN ACCORDANCE WITH THE BYLAWS AND STANDING RULES

**I. Roll Call**

Chairman Andy Qunell called the December 19, 2019 meeting of the Lake County Convention and Visitors Bureau to order at 12:12 P.M. (C.S.T.). Secretary Chareice White called the roll.

The roll call was as follows:

**Present:** Brent Brashier (via phone), Christine Cash, Tom Dabertin, Jahnae Erpenbach, Bernie Grisolia, Nikki Lopez, Chris Rich, Matthew Schuffert, Doug Spencer, Bridget Streck (via phone), Larry Tucker, Dr. W.F. "Bill" Wellman, Chareice White, and Andy Qunell

**Absent:** Paul Anderson, Darnail Lyles, Matthew Maloney, and Ed Welch

Also present were President/CEO Speros A. Batistatos, Chief Financial Officer Cathy Svetanoff, Chief Marketing Officer Heather Becerra, Director of Communications Erika Dahl, Executive Assistant Peggy Parkinson, Parliamentarian Andrew Kyres, and Attorney James Magrames.

Public Guest(s): none present.

**II. Pledge Of Allegiance**

A. The pledge was recited.

\*\*\*Chairman Andy Qunell sought a motion to take the agenda out of order to move directly to Old Business.

- a. Hearing no further questions, Member Christine Cash motioned and Member Chris Rich seconded to approve the motion as submitted.
- b. Motion carried unanimously by voice vote 14-0-0. Members Paul Anderson, Darnail Lyles, Matthew Maloney, and Ed Welch were absent.

**III. Report Of The Executive Committees**

1. None to present.

**Lake County Convention and Visitors Bureau  
D/B/A South Shore Convention and Visitors Authority  
Minutes of December 19, 2019  
Page 2 of 6**

**IV. Report Of The Standing Committees**

1. None to present.

**V. Staff Reports**

1. None to present.

**VI. Old Business**

1. President/CEO Batistatos sought a motion to approve and sign the contract for the Indiana Office of Tourism Development 2020 Marketing Partnership Agreement. The \$50,000 agreement was approved by the board at the November 21, 2019 meeting.
  - a. Hearing no further questions, Member Jahnae Erpenbach motioned and Member W.F. "Bill" Wellman seconded to approve the motion as submitted.
  - b. Motion carried unanimously by voice vote 14-0-0. Members Paul Anderson, Darnail Lyles, Matthew Maloney, and Ed Welch were absent.

**VII. New Business**

**A. Addition of New Items to the Agenda**

1. None to present.

**B. Approval of Minutes of Previous Meetings**

1. Chairman Qunell sought approval of the Regular Meeting minutes from December 4, 2019.
  - a. Hearing no further questions, Member Wellman motioned and Member Nikki Lopez seconded to approve the motion as submitted.
  - b. Motion carried unanimously by voice vote 14-0-0. Members Paul Anderson, Darnail Lyles, Matthew Maloney, and Ed Welch were absent.

**C. Finance Report**

1. Chief Financial Officer Cathy Svetanoff sought approval for vouchers #23658 through #23773 in the amount of \$880,071.28 for December 19, 2019.
  - a. Hearing no further questions, Member Tom Dabertin motioned and Member Schuffert seconded to approve the motion as submitted.
  - b. Motion carried unanimously by voice vote 14-0-0. Members Paul Anderson, Darnail Lyles, Matthew Maloney, and Ed Welch were absent.

Going forward, the board requested a dashboard report to summarize monthly financial reports.

**Lake County Convention and Visitors Bureau**  
**D/B/A South Shore Convention and Visitors Authority**  
**Minutes of December 19, 2019**  
**Page 3 of 6**

**D. Resolutions**

1. President/CEO Batistatos sought a motion to approve **Resolution No. 2019-12-22: A Resolution Authorizing A Fund Transfer From Various Funds To The Legal Fund For the 2019 Year.**
  - a. Hearing no further questions, Member Cash motioned and Member Bernie Grisolia seconded to approve the motion as submitted.
  - b. Motion carried unanimously by voice vote 14-0-0. Members Paul Anderson, Darnail Lyles, Matthew Maloney, and Ed Welch were absent.
  
2. President/CEO Batistatos sought a motion to approve **Resolution No. 2019-12-23: A Resolution Appropriating Monies For The Purpose Of Defraying Expenses Of The Lake County Convention And Visitors Bureau Beginning January 1, 2020 and Ending December 31, 2020.**
  - a. Hearing no further questions, Member Erpenbach motioned and Member Dabertin seconded to approve the motion as submitted.
  - b. Motion carried unanimously by voice vote 14-0-0. Members Paul Anderson, Darnail Lyles, Matthew Maloney, and Ed Welch were absent.
  
3. Chief Financial Officer Svetanoff reminded the board about the upcoming year-end close and some of the housekeeping matters that need to be completed. CFO Svetanoff asked the board for permission to complete the necessary budget transfers to avoid negative appropriation balances. Additionally, CFO Svetanoff sought permission to move additional funds to the Capital Improvement Fund after the balancing budget transfers were completed. Resolutions will be presented to the board at the January 2020 meeting to show the detailed activity.
  - a. Hearing no further questions, Member Dabertin motioned and Member Grisolia seconded to approve the motion as submitted.
  - b. Motion carried unanimously by voice vote 14-0-0. Members Paul Anderson, Darnail Lyles, Matthew Maloney, and Ed Welch were absent.

**E. Other New Business**

1. Chairman Qunell sought a motion to amend the SSCVA Bylaw and Standing Rule Article V – Meetings, Section 3 – Quorum to read as follows:  
“The presence of ten (10) Board of Directors of the Authority shall constitute a quorum provided all appointments to the Authority are filled. In the event of vacancies in the Authority, a quorum shall be defined as one more than half the standing members. The quorum shall not be less than nine (9).”  
First Reading.
  - a. Hearing no further questions, Member Rich motioned and Member Schuffert seconded to approve the motion as submitted.

**Lake County Convention and Visitors Bureau  
D/B/A South Shore Convention and Visitors Authority  
Minutes of December 19, 2019**

**Page 4 of 6**

- b. Motion carried unanimously by voice vote 14-0-0. Members Paul Anderson, Darnail Lyles, Matthew Maloney, and Ed Welch were absent.
  
2. Chairman Andy Qunell sought a motion to suspend the rules.
  - a. Hearing no further questions, Member Dabertin motioned and Member Lopez seconded to approve the motion as submitted.
  - b. Motion carried unanimously by voice vote 14-0-0. Members Paul Anderson, Darnail Lyles, Matthew Maloney, and Ed Welch were absent.
  
3. Chairman Qunell sought a motion to amend the SSCVA Bylaw and Standing Rule Article V – Meetings, Section 3 – Quorum to read as follows:

“The presence of ten (10) Board of Directors of the Authority shall constitute a quorum provided all appointments to the Authority are filled. In the event of vacancies in the Authority, a quorum shall be defined as one more than half the standing members. The quorum shall not be less than nine (9).”

Second Reading.
  - a. Hearing no further questions, Member Schuffert motioned and Member Wellman seconded to approve the motion as submitted.
  - b. Motion carried unanimously by voice vote 14-0-0. Members Paul Anderson, Darnail Lyles, Matthew Maloney, and Ed Welch were absent.
  
4. Chairman Andy Qunell sought a motion to resume the rules.
  - a. Hearing no further questions, Member Dabertin motioned and Member Grisolia seconded to approve the motion as submitted.
  - b. Motion carried unanimously by voice vote 14-0-0. Members Paul Anderson, Darnail Lyles, Matthew Maloney, and Ed Welch were absent.
  
5. Vice Chairman Brent Brashier sought a motion to approve the presented nominations for the Election of the 2020 slate of officers as follows:

Chairman – Andy Qunell, Vice Chairman – Brent Brashier, Secretary – Chareice White, Treasurer – Nikki Lopez.

  - a. Hearing no further questions, Member Dabertin motioned and Member Schuffert seconded to approve the motion as submitted.
  - b. Motion carried unanimously by voice vote 14-0-0. Members Paul Anderson, Darnail Lyles, Matthew Maloney, and Ed Welch were absent.
  
6. CFO Svetanoff sought a motion to write off account receivables in the amount of \$2,430.62 on accounts that are unable to be collected, as noted:

**Lake County Convention and Visitors Bureau  
D/B/A South Shore Convention and Visitors Authority  
Minutes of December 19, 2019  
Page 5 of 6**

Invoice No.	Date	Business/Org.	Reason	Amount
3485	6/30/2016	Holiday Inn Express Merrillville	remainder \$1650.06	\$ 13.50
3500	8/5/2016	Holiday Inn Express Merrillville	paid \$3264.28	\$ 65.00
3807	5/1/2017	Holiday Inn Express Portage	total amount due \$4914.34	\$ 412.02
3910	6/20/2017	Holiday Inn Express Merrillville	owner moved to MI	\$ 416.50
4022	10/4/2017	Holiday Inn Express Merrillville	unable to serve	\$ 247.68
4031	10/5/2017	Holiday Inn Express Portage	legal documents	\$ 495.36
4283	5/21/2018	Quality Inn & Suites	owner agreed to \$2000 settlement; balance to be written-off	\$ 380.56
4749	6/12/2019	95 Ate 5 Brew Pub	merged with another partner; duplicate partnership	\$ 400.00
			Total:	\$ 2,430.62

- a. Hearing no further questions, Member Dabertin motioned and Member Schuffert seconded to approve the motion as submitted.
- b. Motion carried unanimously by voice vote 14-0-0. Members Paul Anderson, Darnail Lyles, Matthew Maloney, and Ed Welch were absent.

**VIII. Public Presentations**

- a. None to present.

**IX. Miscellaneous Matters**

**A. Dates to Remember**

**1. Meetings**

- 1. Next Regular Meeting - Thursday, January 16, 2020 - Noon (C.S.T.) - Boardroom- South Shore Convention and Visitors Authority, 7770 Corinne Dr., Hammond, IN 46323**

**Lake County Convention and Visitors Bureau**  
**D/B/A South Shore Convention and Visitors Authority**  
**Minutes of December 19, 2019**  
**Page 6 of 6**

**X. Public Comment**

- A. Two (2) minutes maximum per person or five (5) minutes for a group spokesperson. Please keep your comments civil and constructive to policy issues. The Chair, at his/her sole discretion, may recognize individuals wishing to speak on different topics at any time and may end the Public Comment Session. All speakers will be timed. This portion of the meeting shall not exceed then (10) minutes.

No public comments were made.

**XI. Adjournment**

Hearing of no other business to come before the board, Chairman Qunell adjourned the meeting. The meeting adjourned at 12:55 p.m. (C.S.T.).

Approved:

\_\_\_\_\_  
Andy Qunell, Chairman

Attest:

\_\_\_\_\_  
Chareice White, Secretary