

**Lake County Convention and Visitors Bureau  
D/B/A South Shore Convention and Visitors Authority  
Minutes of July 18, 2019  
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The Board of Directors of the Lake County Convention and Visitors Bureau  
Met in a **REGULAR MEETING**  
at the Cedar Lake Historical Museum  
7408 Constitution Ave., Cedar Lake, IN 46303  
Thursday, July 18, 2019 at 12:00 P.M. (C. S. T.)  
PURSUANT TO AND IN ACCORDANCE WITH THE BYLAWS AND STANDING RULES

**I. Roll Call**

Chairman Robert Forster called the July 18, 2019 meeting of the Lake County Convention and Visitors Bureau to order at 12:03 P.M. (C.S.T.). Executive Assistant Peggy Parkinson called the roll.

The roll call was as follows:

**Present:** Paul Anderson, Christine Cash, Jahnae Erpenbach (arrived at 12:22), John Kiernan, Darnail Lyles, Rohit Patel, Andy Qunell, Chris Rich, Matthew Schuffert, Doug Spencer, Larry Tucker, Ed Welch, Dr. W.F. "Bill" Wellman, and Robert Forster

**Absent:** Brent Brashier, Nikki Lopez, Matthew Maloney, Chareice White, and Marty Wielgos

Also present were President/CEO Speros A. Batistatos, Vice President Katie Holderby, Chief Financial Officer Cathy Svetanoff, Director of Communications Erika Dahl, Executive Assistant Peggy Parkinson and Attorney Charles Albrecht (arrived in time for public presentation).

**II. Pledge Of Allegiance**

A. The pledge was recited.

**III. Report Of The Executive Committees**

1. None to present.

**IV. Report Of The Standing Committees**

1. None to present.

**V. Staff Reports**

A. Vice President Katie Holderby stated the following:

1. Gift shop sales and social media engagements were doing great overall.

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**VI. Old Business**

1. Managers of Sports Development, Coach Rick Flutka (outgoing due to retirement) and John Lynk (replacement hire) updated the board regarding the upcoming Crossroads Bowl and contract. The total contract projected cost is \$51,900, including both cash and in-kind expenses. Many donations and sponsorships have been secured to offset the total cost and more are anticipated.
2. President Spero Batistatos sought approval of the Crossroads Bowl Contract with the caveat that necessary indemnifications be added as suggested by the Board, and then necessary signatures be obtained to execute the contract.
  - a. Hearing no further questions, Member Andy Qunell motioned and Member Matthew Schuffert seconded to approve the motion as submitted.
  - b. Motion carried unanimously by voice vote 13-0-0. Members Brent Brashier, Jahane Erpenbach, Nikki Lopez, Matthew Maloney, Chareice White, and Marty Wielgos 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 Robert Forster sought approval of the Regular Meeting minutes from June 20, 2019.
  - 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 13-0-0. Members Brent Brashier, Jahnae Erpenbach, Nikki Lopez, Matthew Maloney, Chareice White, and Marty Wielgos were absent.

**C. Finance Report**

1. Treasurer John Kiernan sought approval for vouchers #23117 through #23201 in the amount of \$639,970.62 for July 18, 2019.
  - a. Hearing no further questions, Member W.F. "Bill" Wellman motioned and Member Andy Qunell seconded to approve the motion as submitted.
  - b. Motion carried unanimously by voice vote 13-0-0. Members Brent Brashier, Jahnae Erpenbach, Nikki Lopez, Matthew Maloney, Chareice White, and Marty Wielgos were absent.

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**D. Resolutions**

1. President/CEO Spero Batistatos sought a motion to approve **Resolution No. 2019-07-10 A resolution Amending Resolutions 2009-12-24 and 2005-11-11: Methods of Payments To The Lake County Convention and Visitors Authority**
  - a. Hearing no further questions, Member Cash motioned and Member Schuffert seconded to approve the motion as submitted.
  - b. Motion carried unanimously by voice vote 13-0-0. Members Brent Brashier, Jahnae Erpenbach, Nikki Lopez, Matthew Maloney, Chareice White, and Marty Wielgos were absent.
  
2. President/CEO Batistatos sought a motion to approve **Resolution No. 2019-07-11: A Resolution Updating Resolution 2005**
  - a. Hearing no further questions, Member Wielgos motioned and Member Larry Tucker seconded to approve the motion as submitted.
  - b. Motion carried unanimously by voice vote 13-0-0. Members Brent Brashier, Jahnae Erpenbach, Nikki Lopez, Matthew Maloney, Chareice White, and Marty Wielgos were absent.
  
3. President/CEO Batistatos sought a motion to approve **Resolution No. 2019-07-12: A Resolution Amending Resolution No. 2011-11-20: A Resolution Establishing A 15% Partnership Discount For The Lake County Convention and Visitors Bureau**
  - a. Hearing no further questions, Member Paul Anderson motioned and Member W.F. "Bill" Wellman seconded to approve the motion as submitted.
  - b. Motion carried unanimously by voice vote 13-0-0. Members Brent Brashier, Jahnae Erpenbach, Nikki Lopez, Matthew Maloney, Chareice White, and Marty Wielgos were absent.

**\*\*\*Member Jahnae Erpenbach arrived at this time and voting is reflected as such moving forward.**

4. President/CEO Batistatos sought a motion to **Repeal Resolution No. 2007-02-07: A Resolution Approving Peachtree Software For The Bureau's Accounts Receivable Billing System and Prescribed Form Compliance**

Rationale: software utilized by the SSCVA will adhere to SBOA guidelines and utilize prescribed forms as available, as well as any federal, state or county rules and regulations. QuickBooks has been utilized after this resolution for Peachtree Software went into effect, and we are now transitioning from QuickBooks to Key Fund Accounting to manage billing. Key Fund Accounting (upgraded 2015) integrates all of the organization's accounting functions, and also includes a module for fixed assets called KeyAssets (implemented 2016).

  - a. Hearing no further questions, Member Anderson motioned and Member Chris Rich seconded to approve the motion as submitted.

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- b. Motion carried unanimously by voice vote 14-0-0. Members Brent Brashier, Nikki Lopez, Matthew Maloney, Chareice White, and Marty Wielgos were absent.
5. President/CEO Batistatos sought a motion to **REPEAL Resolution No. 2011-10-14: A Resolution Approving ADP Software For The Bureau's Payroll Accounting System and Prescribed Form Compliance**  
Rationale: software utilized by the SSCVA will adhere to SBOA guidelines and utilize prescribed forms as available, as well as any federal, state or county rules and regulations. At the June 15, 2017 Board of Directors meeting, the members were advised of the organization's shift from ADP to Execupay/Bamboo Payroll. Staff will always work with vendors to select the best software and consider usefulness, cost and effectiveness.
- 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 Brent Brashier, Nikki Lopez, Matthew Maloney, Chareice White, and Marty Wielgos were absent.
6. President/CEO Batistatos sought a motion to **Repeal Resolution No. 2013-11-17: A Resolution Amending Resolution NO. 2007-12-47 The Employee Policy Manual Regarding A Vacation Cash Out Option**  
Rationale: this benefit does not exist at the staff level; the President/CEO's contract includes this benefit and the language is stipulated in the contract.
- a. Hearing no further questions, Member Anderson motioned and Member Rich seconded to approve the motion as submitted.
- b. Motion carried unanimously by voice vote 14-0-0. Members Brent Brashier, Nikki Lopez, Matthew Maloney, Chareice White, and Marty Wielgos were absent.
7. President/CEO Batistatos sought a motion to **Repeal Resolution No. 2013-10-16: A Resolution Amending Resolution No. 2012-12-33: A Resolution Adopting Policies For Gift Shop Sales, Setting Admissions, Rental Fees, And Other Miscellaneous Fees For 2013 for Partnership Miscellaneous Fee Negotiations**  
Rationale: the fee schedule is updated annually and includes the following language regarding partnership fee negotiation, negating the need for this separate resolution:

Partnership Fee Negotiations:

The President/CEO in conjunction with the Executive Vice President/Chief Projects Officer and/or Chief Marketing Officer shall have the power to negotiate any and all fees adopted in this resolution for paid partners in financially good standing with the Bureau.

Partnership fee structure can be based on the services offered to the partner, including graphics, video and social media services. Trade out may also impact the partnership fee negotiations.

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A person or organization in good standing is regarded as having complied with all his or its explicit obligations with the Bureau.

- a. Hearing no further questions, Member Ed Welch motioned and Member Rich seconded to approve the motion as submitted.
  - b. Motion carried unanimously by voice vote 14-0-0. Members Brent Brashier, Nikki Lopez, Matthew Maloney, Chareice White, and Marty Wielgos were absent.
8. President/CEO Batistatos sought a motion to **Repeal Resolution No. 2013-09-10: A Resolution Amending Employment Policy Resolution NO. 2007-12-47 Regarding A Misuse of Funds And Harassment Policies**  
Rationale: the information from this resolution is included in the 2018 Employee Handbook
- a. Hearing no further questions, Member Rich motioned and Member Welch seconded to approve the motion as submitted.
  - b. Motion carried unanimously by voice vote 14-0-0. Members Brent Brashier, Nikki Lopez, Matthew Maloney, Chareice White, and Marty Wielgos were absent.
9. President/CEO Batistatos sought a motion to **Repeal Resolution No. 2006-05-16: A Resolution establishing Advertising Fees for the 2006 Visitor Guide**  
Rationale: only applies to 2006
- a. Hearing no further questions, Member Schuffert motioned and Member Anderson seconded to approve the motion as submitted.
  - b. Motion carried unanimously by voice vote 14-0-0. Members Brent Brashier, Nikki Lopez, Matthew Maloney, Chareice White, and Marty Wielgos were absent.

**E. Other New Business**

1. None to present.

**VIII. Public Presentations**

1. Julie Zasada updated the board on events and happenings at the Cedar Lake Historical Museum.
2. Mark Shublak provided the board with a reeap of legislative activities to date and items to consider for the upcoming legislative session:
  - a. Innkeeper tax and gaming revenues remain closely watched.
  - b. Two land based casinos – state would like to recoup tax.
  - c. The State of Indiana is creating a new board for statewide tourism efforts.
    1. Explore the option for a SSCVA representative on the board.
  - d. Need entity support with a resolution supporting and county level support by Jan 1, 2020.
  - e. Bill request deadline is Dec 10, 2019 – would prefer Labor Day. If any new bills are to be created, it requires time and planning to author any future legislation.

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**IX. Miscellaneous Matters**

**A. Dates to Remember**

1. Meetings

1. **Next Regular Meeting** - Thursday, August 15, 2019 - Noon (C.S.T.) -  
East Chicago Marian, 3301 Aldis St., East Chicago, IN 46312

**B. Adjournment**

Hearing of no other business to come before the board, Chairman Forster adjourned the meeting. The meeting adjourned at 2:00 p.m. (C.S.T.).

Approved:

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Robert Forster, Chairman

Attest:

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Chareice White, Secretary