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**Board of Directors Meeting Minutes**

June 20, 2024

Prepared by: Michelle Senderhauf

**Attendance:**

Don Ensign (X); Scott Tuft (X); Richard Riley (X); Barb Lusco (X); Dave Bolla (X); Cathy Brown (X); Matthew Soliday (X); Karen Webster (); Lisa Wodrich (); Patrick Lyp (X); Christine Livingston (X); Dustin Ritchea (X); Michelle Senderhauf (X); Patti Boyer (X); and Jenny Matthys().

**Members of the public in attendance**: AnnMarie Riley

**Members of the media in attendance**: None.

**Opening of meeting:**

President Don Ensign called the meeting to order at 4:03 pm. The Pledge of Allegiance was recited.

**Public comments:** None.

**President’s report:**

* President Ensign read a statement concerning Lisa Wodrich's resignation. She has started a new job in Illinois and no longer has the time to serve.
* The President also mentioned that he recently visited the Visitor Center to view the progress on the interior upgrades.

**Approval of minutes:**

* Scott Tuft motioned to approve the minutes as presented. Barb Lusco seconded. Motion carried.

**Attorney’s report:**

* Attorney Lyp discussed the new contract process he and Christine have been creating. They have recommended that the process be reconfigured for outside-of-normal contracts. He recommends that the board be informed of new contracts. If time-sensitive contracts come up, Christine may discuss them with Don Ensign and then sign. The board can ratify at the next meeting. He recommends finding the “sweet spot” for which contracts should be approved by the board versus which can just be signed.
* Attorney Lyp reported that during the COVID pandemic, board meetings could be remote. He created a resolution that authorizes members to participate via electric means as long as they attend at least 50 percent of the meetings in person.

**Treasurer’s Report:**

* Richard Riley read the April and May Treasurer’s reports.
* Barb Lusco motioned to approve the **April** Tax and Non-Tax vouchers in the amount of $597,020.01. Total expenditures for 2024 = 20.85% of the total operating budget.
  + Dave Bolla seconded the motion.
  + There was no discussion. Motion carried.
* The **April 2024** Innkeeper’s Tax collection revenue collected was $88,324.17, which is a year-to-date decreaseof 4.7% on a cash basis from 2023.
* Barb Lusco motioned to approve the May Tax and Non-Tax vouchers in the amount of $249,802.86
* Total expenditures for 2024 = 29.89% of the total operating budget.
  + Dave Bolla seconded the motion.
  + There was no discussion. Motion carried.
* The **May 2024** Innkeeper’s Tax collection revenue collected was $138,401.79, which is a year-to-date increaseof 0.7% on a cash basis from 2023.

**Executive director and staff reports:**

Christine:

* President Livingston reported that strategic planning will begin this fall. She has been having listening sessions with the County Commissioners and Councilmen and will bring some of their comments to the strategic planning. The board interviews will also help inform the session.
* Planning for the July 19th meet-and-greet at the Visitor Center is underway. The new leaders of the National Park and State Park, as well as several regional leaders, are invited and are excited about the event. Due to the response, the event has been moved from the conference room to the auditorium. The presentations will be short, and networking and charcuterie will follow.
* Livingston reported on the painting, carpeting, and other construction at the Visitor Center. The cost for the expedited construction projects has been slightly higher than the initial estimate.
* Livingston and Patrick Lyp have been working on a new transparent process for contracts. She is putting together a folder where all contracts will live. The board will have access to it for review.
* The local chambers of commerce often ask IDT to sponsor items or events. Livingston shared that IDT will sponsor the chamber maps. The Valpo Chamber map ad has already been sent. Duneland and Portage maps will be produced at a later date.
* Livingston said that the new NPS leadership doesn’t want IDT to manage the portion of the Indigenous Cultural Trail on their land. Therefore, the contracts already signed related to the projects had to be reworked. She also had the design team working on the trail put together a document to hand over to NPS. It includes trail designs done with the NPS engineering department, the engineer-ready design for the welcome shelter, concept designs, and more.
* She announced that the welcome sign and turtles project are underway. The work will probably go out to bid this week for construction. The sculptor will put Potowatomi art on the back of one of the turtles and credit the original artist. The artist has agreed to this.
* Livingston explained that some line items have been moved around, but the budget total will remain basically the same.
* Livingston and Boyer shared that the gift shop sales are going well. Scott Tuft mentioned plans to intersperse displays in the gift shop area to motivate and inspire shoppers.
* Livingston and Patti Boyer walked through some of the budget items with the board.
  + Richard Riley motioned to approve the proposed budget. Scott Tuft seconded the motion. Motion passed.
* Livingston updated the board on an incident that happened at Pedal Power. A suspicious man acted inappropriately with one of the staff members. She is very uncomfortable with the staff being outside in the parking lot if a problem occurs. The point of sale has now been moved indoors for safety reasons.
* She updated the progress on trading in the leased car for a new van. There may be a buyer for the old van.
* The South Shore poster contract was finalized with the help of Attorney Lyp.
  + Richard Riley motioned to approve giving a framed poster to Mitch Peters and David Hollenbeck to thank them for their service. Scott Tuft seconded. Motioned carried.

Michelle:

* Communications Director Senderhauf updated the board on the planning for the Brain Scoop filming in the Dunes. She has been working with both the Brain Scoop producer/host and the National Park Service science team to plan themes and locations. Filming is tentatively scheduled for July.

Dustin:

* Production Director Ritchea shared the new sign for the gift shop.
* Ritchea passed out the newest Activities Guide for the board to look at. Highlights included the centerfold beach map, a newly designed shopping section, and a revamped dining section.

**Old business:** None

**New business:** None.

**Adjournment:**

With no other new business, Scott Tuft motioned to close the meeting. Dave Bolla seconded the motion. The meeting was adjourned at 5:25 p.m.

**Next meeting:**

The next meeting will be on Thursday, July 18, 2024, at 4:00 p.m.