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**Board of Directors Meeting Minutes**

November 21, 2024

Prepared by: Adriana Gorenc

**Attendance:**

Don Ensign (x); Scott Tuft (x); Richard Riley (x); Barb Lusco (x); Dave Bolla (remote); Cathy Brown (remote); Matthew Soliday (x); Andy Vasquez (); Karen Webster (); Bill Welter (x); Maura Mundell (x); Patrick Lyp (x); Christine Livingston (x); Dustin Ritchea (x); Michelle Senderhauf (); Jenny Matthys (x); and Adriana Gorenc(x).

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

**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.

**Approval of minutes:**

* Barb Lusco made a motion to approve the minutes as presented. Scott Tuft seconded the motion. Motion carried.

**Treasurer’s Report:**

* Richard Riley read the September and October 2024 Treasurer’s reports.
* Barb Lusco made a motion to approve the September Tax and Non-Tax vouchers in the amount of $206,768.58. Scott Tuft seconded the motion. Motion carried.
* Scott Tuft made a motion to approve the October Tax and Non-Tax vouchers in the amount of $179,687.25. Barb Lusco seconded the motion. Motion carried.
* Total expenditures year-to-date = 62.92% of the total operating budget.
* The September 2024 Innkeeper’s Tax collection revenue collected was $250,098.52, which is a year-to-date decreaseof 1.4% on a cash basis from 2023.
* The October 2024 Innkeeper’s Tax collection revenue collected was $150,485.94, which is a year-to-date decreaseof 2.3% on a cash basis from 2023.

**Board Chair’s report:**

* Board Chair Ensign provided updates on the Kankakee River tourism project. A location has been selected for the desired access point.

**Executive director and staff reports:**

Christine:

* President/CEO Livingston reported on the completed building audit.
* Shared information on ICT progress, signage, and a video of the turtle sculpture.
* Displayed gift shop concept updates and discussed the collaboration with Fluid Coffee Roasters.
* Gave National and State Park updates, including a 1-year lease extension with NPS and progress with DNR for selling State Park passes
  + Motion made by Scott Tuft to allow IDT to sell State Park Passes. Maura Mundell seconded the motion. Motion passed.
* Media and partnership updates. Strategic planning is underway.
* Discussed the NWI Welcome to the Region campaign and workshopped ‘Sand & Steel’ vs ‘Sand, Steel & Soul’.

Michelle:

* Communications Director Senderhauf was not in attendance.

Dustin:

* Production Director Ritchea shared updates and metrics on the latest newsletter.
* Gave updates on the Quality of Life Campaign with the state of Indiana. Presented the Porter County pages on the visitindiana website highlighting the project.

Jenny:

* Senior Operations Director Matthys reported that September visitation was 25,183 and October visitation was 19,042. October visitation broke the historic October record. Year to date, we have hosted 226,385 visitors.
* Shared an update on workplace culture, including a Halloween photo and recapped the staff fire pit lunch and dessert.

**Attorney’s report:**

* Attorney Lyp discussed the need for organizational improvements, particularly in board documentation. Attorney Lyp noted that appointment papers for board members should be on hand by the end of January.
* Discussed venue contracts and documentation.
* Requested board approval for needed fund transfers.
  + Richard Riley made a motion to approve FICA, Hourly staff and water/sewer fund transfers. Matthew Soliday seconded the motion. Motion passed.
* Discussed Patrick Lyp’s contract renewal.
  + Scott Tuft made motion to approve Patrick's Contract, Richard Riley seconded the motion. Motion Passed.

**Old business:** None.

**New business:** None.

**Public comments:** None.

**Adjournment:**

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

**Next meeting:**

The next meeting will be Thursday, December 19, 2024, at 4:00 p.m.