

Visit Cheyenne/DDA February Board Meeting Minutes
Wednesday, February 8th, 2022 11:30a.m.
Cheyenne Depot, 2nd Floor Conference Room

Board Members: Wendy Volk, Chairman; Andrea Allen, Vice Chairman; Chad Brown, Treasurer; Anthony Ortiz; David Teubner; Steph Reece; Dallas Tyrrell; Tony O'Brien; Tyler McLachlan; Judy Johnstone; Pete Laybourn, City Council; Brian Lovett, Laramie County Commissioner

Staff: Domenic Bravo; Haylee Chenchar; Jim Walter; Jenna McCormick; Amber Trevizo; Desiree Brothe

Other: Stefanie Boster; Glen Garrett; Dan Ange; Jim Wollenburg; Charles Bloom

I. Call to Order

The meeting was called to order by Chairman Volk at 11:32am on Wednesday, February 8th.

II. Board Meeting Agenda Item Addition Under New Business

It was moved by Anthony Ortiz and seconded by Steph Reece to add an additional item under New Business to the February Board Meeting agenda. Motion passed unanimously.

III. Approval of December Meeting Minutes

It was moved by Judy Johnstone and seconded by Anthony Ortiz to approve the DDA/Visit Cheyenne December Board Meeting Minutes as presented. Motion passed unanimously.

IV. Approval of Vouchers

Domenic Bravo provided a brief overview of the DDA/Visit Cheyenne voucher reports. It was moved by Judy Johnstone and seconded by Tony O'Brien to approve the voucher report as presented. Motion passed unanimously.

V. Approval of Financials

Domenic Bravo provided a brief overview of the financial reports for DDA and Visit Cheyenne. It was moved by Judy Johnstone and seconded by Steph Reece to approve the financials as presented. Motion passed unanimously.

VII. Visit Cheyenne and Industry Performance Figures

Domenic Bravo and Tony O'Brien provided a brief report on the Industry Performance Figures for Visit Cheyenne.

VIII. New Business

A. Visit Cheyenne FY23 Budget Amendment

It was moved by Judy Johnstone and seconded by Chad Brown to amend the Visit Cheyenne FY23 Budget to address the biannual funding from the Wyoming Office of Tourism as it relates to the Tourism Master Plan as well as to better reflect the revenue changes in the Lodging Tax over the past six months of the fiscal year. Motion passed unanimously.

B. Approval of Visit Cheyenne Organizational Code of Ethics

It was moved by Judy Johnstone and seconded by Andrea Allen to approve Visit Cheyenne's organizational Code of Ethics as prescribed by Destinations International. This code is used in Visit Cheyenne staff training. Motion passed unanimously.

C. Visit Cheyenne/DDA Conflict of Interest Declarations

It was moved by Judy Johnstone and seconded by Andrea Allen to approve the updated Conflict of Interest Declaration forms for acting board members as presented. Motion passed unanimously.

D. DDA Transition Approval

Chairman Volk presented the recommended DDA transition plan Mayor Collins had requested DDA Board members to consider. It was moved by Pete Laybourn and seconded by Anthony Ortiz to approve that the DDA City of Cheyenne Planning and Development Department to prepare an agreement for professional and administrative support to continue the activities of the board in accordance with City Code 2.76.060 and authorize the DDA to work with the City on preparation of any necessary amendments to ordinance or the DDA bylaws to support the transition. Motion passed unanimously.

IX. CEO Report

Domenic Bravo provided a brief CEO Report and an update to the legal opinion that was requested by Visit Cheyenne for Hathaway & Kunz to provide written clarification that the DDA is lawfully entitled to conduct its grant programs under state law. Following a brief explanation summarizing the findings of the final legal opinion, hard copies were provided to the Board and digital copies will be emailed following the board meeting.

X. Adjournment

The meeting was adjourned by Chairman Volk at 12:39pm.