

## Plover Area Convention and Visitors Bureau Meeting Minutes

Wednesday, February 15, 2023  
12:00 p.m.

Members Present: Tom Davies, Ross Ballard, Josh Patel, Chris Brooks, Kathleen Langlois

Others Present: Dan Ault

1. Mr. Brooks called the meeting to order at 12:03 p.m.
2. MINUTES  
✓ **Mr. Davies moved to approve the minutes of January 25<sup>th</sup>, 2023 as printed. Mr. Patel seconded and the motion carried.**
3. PERSONS WISHING TO ADDRESS THE COMMISSION  
None.
4. DISCUSSION OF THE EXECUTIVE DIRECTOR INTERVIEW PROCESS  
Mr. Ballard handed out flash drives with 24 applicants, it was quickly learned that a round of applicants was missing. Flash drives were recalled and Mr. Ault and Mr. Ballard would identify the missing resumes and repopulate the flash drives to the commission. The Commission discussed the application and interview process, Commissioners will review and submit a list of 10 applicants to further on in the process. Mr. Brooks and Mr. Kunst will narrow the application field and conduct interviews for the positions.
5. DISCUSSION AND POSSIBLE ACTION FOR THE CREATION OF A BANK ACCOUNT  
Mr. Brooks suggested that an account be created at The Portage County Bank, after further discussion, Articles of Incorporation and other tax documents will be required which could be completed before the hiring of an Executive Director but the Commission does not currently have any of those documents.  
✓ **Mr. Davies moved to table the creation of a bank account Mr. Patel seconded and the motion carried.**
6. CREATION OF THE NON-PROFIT UPDATE  
Mr. Ault discussed that in the drafting of the Commissions joint agreement the Village attorney also has done work on the document required to incorporate.  
✓ **Mr. Patel moved to approve Mr. Ault to proceed with the Village attorney to complete the necessary documents for incorporation and Non-Profit. Mr. Davies seconded and the motion carried.**
7. WEBSITE AND SOCIAL MEDIA PROGRAM UPDATE  
Mr. Brooks discussed that the Town approved the change in URL from <http://www.visitplover.com/> to <http://www.comeovertoplover.com/> and has already started updating the website
8. REPORTS  
None.
9. ADJOURNMENT  
The next meeting of the Plover Tourism Zone Commission will be Wednesday, March 1, 2023 at noon.  
✓ **Ms. Langlois moved to adjourn at 12:39 p.m. Mr. Davies seconded and the motion carried.**