



**MINUTES of the Galena/Jo Daviess County Convention & Visitors Bureau
Meeting date: Tuesday, August 25, 2015**

Call to order: A Sales & Marketing committee meeting of the Galena/Jo Daviess County Convention & Visitors Bureau was held at the Jo Daviess County Courthouse, Galena, IL, on Tuesday, August 25, 2015. The meeting convened at 5:00 p.m. Hal Gilpin served as chairperson and Lori Kinnaman served as secretary.

Members in attendance: Matthew Carroll, Jess Farlow, Hal Gilpin, Robert Mahan.

Members not in attendance: Helen Schamberger, Douglas Mahan and Caitlin Williams.

CVB Staff in attendance: Lori Kinnaman, Celestino Ruffini and Katherine Walker.

Guests in attendance: None.

Welcome and Introductions: None.

Public Comments: None.

Approval of minutes: Motion was made by Robert Mahan and seconded to approve the minutes of the August 20, 2015 meeting. **Motion carried.**

Unfinished business: None.

New business:

Discussion on a Website Development request for proposal responses

Committee members and staff provided their top Website Development Agency choices and all of the feedback was used to narrow the list to the top five responses. Open discussion regarding pricing, creativity, destination fit, experience and quality of the proposals took place.

Motion: Moved by Hal Gilpin to recommend McDaniel's Marketing, McKenzie Wagner, Time Zone One and Zizzo Group to provide full presentations to the CVB Board of Directors at a special CVB Board meeting on September 29, 2015 at 11:00 a.m. **Motion carried.**

Public Comments: None.

Adjournment: The meeting was adjourned at 5:30 p.m.

Lori Kinnaman
Secretary
Galena/Jo Daviess County Convention & Visitors Bureau

September 29, 2015
Date of approval