



**Galena/Jo Daviess County Convention & Visitors Bureau**  
**Minutes for Event Planning & Management Committee**  
**Jo Daviess County Courthouse, 330 N Bench St., Galena, IL 61036**  
**November 24, 2015**

**Call to order:** Meeting was called to order by Matthew Carroll 5:47 p.m.

**Roll Call Present:**

**CVB Board Members**

- Matthew Carroll
- Jess Farlow
- Erin Murphy
- Vacant
- Sharon Cholewinski
- Helen Schamberger
- Hal Gilpin
- Merri Berlage / JDC Board Member

**Staff**

- Katherine Walker, Executive Director
- Jeff Graack, Sales & Marketing Director
- Lori Kinnaman, Administrative Assistant
- Betsy Kaage, Social Media Specialist
- Melosa Belger, Events Coordinator

**Public Comments.**

None

**Approval of Minutes.**

*Motion:* Moved by Hal Gilpin to approve the minutes of the June 18, 2015 meeting. Second by Erin Murphy. **Motion carried.**

**New business.**

The committee discussed the Event Investment Program Application. Katherine Walker stated that the program is designed for events in their first three years of existence. The application would be made on a yearly basis.

*Motion:* Moved by Hal Gilpin to approve the Event Investment Program Application and procedure, subject to review and approval from the State's Attorney. Second by Erin Murphy

Erin Murphy asked if a first time event could get the money ahead of time. Katherine Walker stated that they could receive half up front. **Motion Carried.**

**Public Comments.**

None

**Adjournment.**

*Motion:* Moved by Hal Gilpin. *Second:* by Erin Murphy to adjourn the meeting.

**Motion carried.** The meeting was adjourned at 5:55 p.m.

Lori Kinnaman

Administrative Assistant / Secretary

Galena/Jo Daviess County Convention & Visitors Bureau

December 8, 2015

Date of Approval