

GALENA/JO DAVIESS COUNTY CONVENTION & VISITORS BUREAU
720 PARK AVENUE
GALENA, IL 61036
PHONE: (815) 777-3557 FAX: (815) 777-3566
EMAIL: cvb@galena.org

FREEDOM OF INFORMATION ACT POSTING

The purpose of the Freedom of Information Act ("FOIA") is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials (5ILCS 140/1). Pursuant to FOIA, the following information is made available to the general public:

BACKGROUND INFORMATION

PURPOSE: The Galena/Jo Daviess County Convention & Visitors Bureau (CVB) was established in 1983 as a department of county government. The Bureau's mission is to develop year-round sustainable tourism for Jo Daviess County in a manner that will favorably impact the county residents' quality of life and economic well-being.

The Bureau is unlike a typical convention and visitors bureau in that it is not a membership-based organization. This structure allows the Bureau staff to focus attention on destination marketing rather than meeting the needs of individual members. Participation in Bureau programs is open to any Jo Daviess County business that enhances the visitor's experience. For a fee, non-lodging businesses located outside of Jo Daviess County are welcome to participate in Bureau programs. Businesses interested in enrolling in Bureau programs can contact the CVB administration office at (815) 777-3557.

Although a division of Jo Daviess County government, the CVB is supported by a Board consisting of representatives of the visitor industry, local governments and experienced businesspersons. The nine Board members serve at the pleasure of the Jo Daviess County Board and meet in the Jo Daviess County Courthouse at 6:00 p.m. on the last Tuesday of each month.

EMPLOYEES: The Galena/Jo Daviess County Convention & Visitors Bureau (CVB) employs four full-time employees.

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BUDGET: The total operating budget for the Galena/Jo Daviess County Convention & Visitors Bureau (CVB) for the Fiscal Year 2016 is \$1,291,040.

BOARDS: The Galena/Jo Daviess County Convention & Visitors Bureau (CVB) reports to the County Administrator, the Jo Daviess County Board and the Galena/Jo Daviess County Convention & Visitors Bureau Board (CVB Board). A listing of committees and committee members is attached as Exhibit 2.

PROCEDURE FOR REQUESTING RECORDS

FOIA REQUESTS: Any person may request public records for inspection or copying by completing and submitting a Request For Public Records form via U.S. Mail, E-mail, Facsimile or in person; or by any written or verbal request to any of the below designated FOIA Officers. Responses will be sent in the designated time periods allowed for all FOIA requests in accordance with the procedures set forth in FOIA and all or applicable federal and state laws.

FOIA OFFICERS: All FOIA requests to the Galena/Jo Daviess County Convention & Visitors Bureau (CVB) should be given to the following FOIA Officer:

Lori Kinnaman, Administrative Assistant
720 Park Avenue
Galena, IL 61036
Telephone: (815) 777-3557
Facsimile: (815) 777-3566
E-Mail: cvb@galena.org

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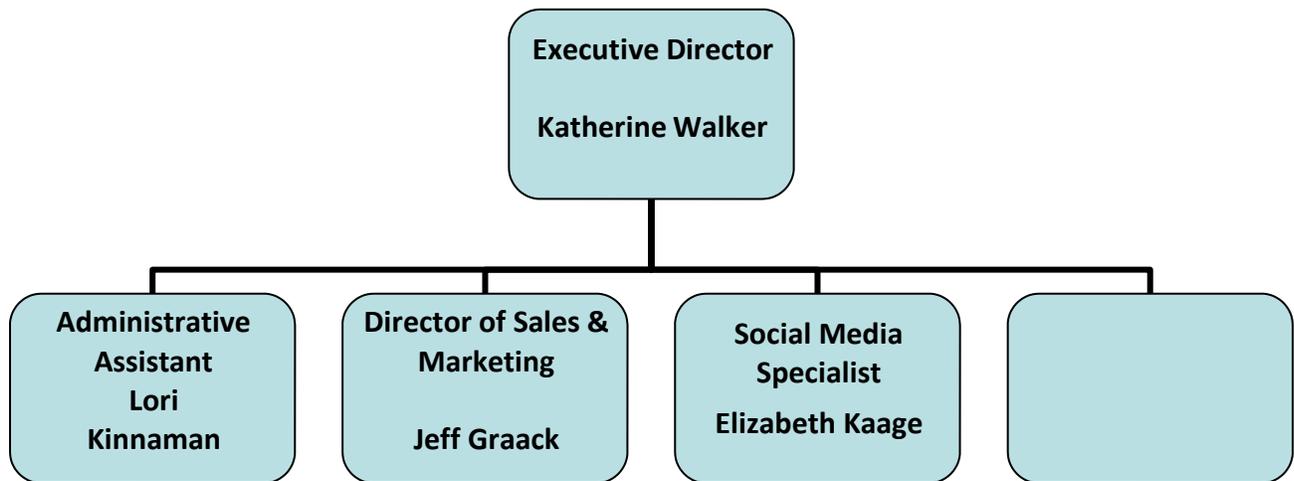
COPY COSTS: Except when a fee is otherwise fixed by statute, the Galena/Jo Daviess County Convention & Visitors Bureau (CVB) will charge the following rates for copies of requested records:

TYPE OF DOCUMENT	FEE
Black and white, letter or legal sized copies	No charge for the first 50 pages and 15 cents per page thereafter
Color copies and odd-sized copies (letter up to 11" x 17")	Cost to reproduce and certify
Black and White 24" x 36"	The actual cost charged to the County by area printers
Color 24" x 36" and other oversized copies	The actual cost charged to the County by area printers
Computer disc, tape-cassette, compact disc, and/or any other recording medium	The actual cost for the computer disc, tape-cassette, compact disc, and/or other recording medium

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EXHIBIT 1

**Galena/Jo Daviess County Convention & Visitors Bureau
Organizational Chart**



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EXHIBIT 2

Galena/Jo Daviess County Convention & Visitors Bureau Boards & Committees

COUNTY BOARD

- Ronald Smith, Chair
- Brandon Behlke
- Gerald Bennett
- Merri Berlage, Vice Chair
- William Bingham
- Brad Petersburg
- Rick Dittmar
- Robert Heuerman
- Dan Hughes
- Randy Jobgen
- Steve McIntyre
- Martin Werner
- John O'Boyle
- Steve Rutz
- Terry Stoffregen
- RJ Winkelhake
- Don Zillig

CVB Board

- Hal Gilpin, Chair
- Jess Farlow
- Merri Berlage
- Sharon Cholewinski
- Helen Schamberger
- Erin Murphy
- Betsy Achett
- Terry McGovern
- Matthew Carroll

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PROGRAM AREAS STANDING COMMITTEES

Sales & Marketing

- Betty Roliardi, Chair
- Hal Gilpin
- Matthew Carroll
- Jess Farlow
- Betsy Achett
- Amy Laskye
- Helen Schamberger
- Colin Sanderson
- Terry McGovern

Event Planning and Management

- Matthew Carroll, Chair
- Erin Murphy
- Betsy Achett

Community Outreach and Education

- Erin Murphy, Chair
- Terry McGovern
- Helen Schamberger

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**CATEGORIES OF RECORDS MAINTAINED BY
THE GALENA/JO DAVIESS COUNTY
CONVENTION & VISITORS BUREAU
THAT MAY BE PRODUCED PURSUANT TO
ILLINOIS FREEDOM OF INFORMATION ACT (FOIA) REQUESTS**

The following categories of records under the possession and control of the Galena/Jo Daviess County Convention & Visitors Bureau (CVB) may be made available for production or inspection, subject to exemption, upon request pursuant to the Illinois Freedom of Information Act (FOIA):

- Organizational chart for the Galena/Jo Daviess County Convention & Visitors Bureau (CVB)
- FOIA requests/responses
- approved minutes (for which the department provides staff support)