

Rockford Area Convention & Visitors Bureau  
September 26, 2007  
Board of Directors Meeting Minutes

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**Board Present:** John Chadwick, David Preece, Jan Herbert, Solomon Foley, Patrick Ryan, Cyndie Hall, John Ekberg, Janyce Fadden and Tim Dimke.

**Board Absent:** Bob Burden, Brent Brodeski, Patrick Curran, Rena Cotsones, Scott Sullivan, Patrick OKeefe, Jim Ryan, Patti Thayer and Matt Provenzano.

**Staff Present:** John Giantonio, Amy Trimble, Phil Elsbree, Wanda Figueroa and Janet Jacobs.

**Call to Order:**

The meeting was called to order at 7:35 a.m. by John Chadwick, Vice Chairman, who presided in the absence of Rena Cotsones.

**Governance Process:**

- **Minutes:** The Board did not have a quorum present, therefore, no votes were taken to approve minutes of August 22, 2007. Motion to approve will be made at the November meeting.
- **Internal Monitoring Report:** Monitoring report 2.8 – Communication & Support to the Board – will be approved at the November meeting due to no quorum being present. David reported compliance except in section 2.8.2 due to some timing adjustments made to policy schedule 3.4. Some of the reports were deferred pending benchmarks and new data. This was a short-term issue that should no longer affect reporting.

The Board would like to have a copy of policy 3.4 at every board meeting to ensure all reports are current and reporting is on schedule. They would also like to see an update on key RACVB activities and results on a regular basis. **Follow-up:** David will work on creating a report format and frequency that shows how it ties to our Ends Policies.

- **Finance Report:** Amy reported an SBA payment (about \$100,000) is expected soon. International grants have not yet been received. The line of credit being used is now about \$1,500. A contingency fund will be started to prevent future deficits while waiting for grant money. **Follow-up:** Amy will provide a revised Key Indicators report at the November meeting.

- The Board asked David to draft a letter of support to Illinois legislators to support the Capital Construction Plan that is being considered. **Follow-up:** David will prepare and distribute a letter to the state delegation.
- David had a preliminary meeting with the Rock River Development Partnership group on September 7<sup>th</sup>. An updated report on the project ideas for the six zones was distributed. The group will meet again on October 10<sup>th</sup>.

Topics for Board Discussion and Development: **Bill Geist will give his presentation on CVB Trends at the November meeting.**

CEO Report:

- Rockford Global Alliance Status: The alliance is in its formative stage, identifying members and priorities. Bylaws have been written. The Board would like to have a legal opinion, perhaps by Scott Sullivan, to review the Bylaws. **Follow-up:** David will ask Scott to review and advise.
- RACVB Annual Meeting: The RACVB Annual Meeting will be held on Wednesday, October 24, 2007 at the new YMCA Northeast Branch. David asked for the Board's assistance to invite as many attendees as possible.
- Organization Update: The RACVB is recruiting for John Groh's position, Vice President/Chief Communications Officer. Sue Buckwalter is handling the search. We would like to hire locally. Valerie Tippitt, Senior Sales Executive, left RACVB to become the new Director of Marketing and Sales for Quality Suites. We will also begin recruiting for her position.

Other Topics:

Janyce thanked the CVB for the financial support to the RAEDC.

The Annual Holiday Breakfast with the Staff will be on Wednesday, November 28, 2007.

Meeting was adjourned at 9:00 a.m.

Respectfully Submitted,



Scott Sullivan, Board Secretary  
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**Next Board Meeting:**

Wednesday, November 28, 2007  
Annual Holiday Breakfast with the Staff  
7:30 a.m. – 9:00 a.m.  
RACVB – Board Room  
102 N. Main Street  
Rockford, IL 61101

**Note:**

No board meeting in December.

Our Annual Board Retreat will be January 25, 2008, Noon – 5:00 p.m.  
Location: TBD