

# Intergovernmental Tourism Collaboration

Friday, June 26, 2015

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1 The meeting of the Intergovernmental Tourism Collaboration was called to order at 12:10 p.m.,  
2 Friday, June 26, 2015. It was noted that the meeting had been announced and a notice posted at  
3 City Hall.

4  
5 Roll call was taken, with the following members present: Erik Sjolander, Brent Johnston, Chris  
6 Roderique, Pat Stephans, Teri Pinter, Shawn McAlister, Nancy Proctor, Steve Plenge

7  
8 Also Present: City of Onalaska Mayor Joe Chilsen (liaison representative), City of La Crosse  
9 Mayor Tim Kabat (liaison representative), City of Onalaska Marketing & Sales Coordinator  
10 Amy Gabay (liaison representative), La Crosse Area Convention & Visitors Bureau Executive  
11 Director Dave Clements (liaison representative), Mayo Clinic Regional Vice President of  
12 Business Development and Marketing Peter Hughes, La Crosse Area Chamber of Commerce  
13 Chairman of the Board Dave Booth, Richard Haskett.

14  
15 Excused Absences: Susan Safronoff, Dan Kapanke

## 16 17 **Item 2 – Public Input (limited to 3 minutes/individual)**

18  
19 Erik called three times for anyone wishing to provide public input and closed that portion of the  
20 meeting.

## 21 22 **Item 3 - Approval of minutes from the previous meeting**

23  
24 Motion by Nancy, second by Shawn, to approve the minutes from the previous meeting as  
25 printed and on file in the City Clerk's Office.

26  
27 On voice vote, motion carried.

## 28 29 **Consideration and possible action on the following items:**

### 30 31 **Item 4 – Presentation of The White Paper Document**

32  
33 Peter Hughes said this will be the first reading of the White Paper Document. The writing team  
34 consisted of Peter, Chris and Shawn, and its job was to compile all the work and  
35 recommendations of the work groups. Peter said he has reviewed the document with Mayor  
36 Chilsen, Mayor Kabat, Erik, Chris and Shawn. Peter said the document has to reflect the work  
37 and the thoughts of the committee. Peter described today's meeting as a "working session" and  
38 said committee members will need to determine if the document adequately reflects the work  
39 that has been done, and also if it is ready to move forward in the process after edits have been  
40 made. Peter said he believes Chris, Shawn, Erik, Mayor Chilsen and Mayor Kabat are pleased  
41 with the document that is before the committee this afternoon, but he also said it will be  
42 important to obtain the steering committee's feedback.

Reviewed 6/29/15 by Erik Sjolander

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Peter presented the document.

- **Title page:** The document is titled “The White Paper on Regional Tourism Transformation.” The cities and villages have been placed in alphabetical order.
- **Page 2:** This page contains the table of contents. The first section defines the situation, and an executive summary has been included. Peter said it will be important for each municipality to see how everything came together and who participated in the process when they read the document. The third section discusses the charge, including guiding principles, deliverables and a vision. There also were work teams and the steering committee, and these individuals brought forward the recommendations that are part of the fourth section. The fifth section discusses the next steps. Peter said he recommends creating a PowerPoint presentation document for community input sessions and presentations to municipalities, and also a utilizing a template that converts the document into a plan with goals and objectives.
- **Page 3 (Section 1):** This page contains a definition of the situation.
- **Page 4:** This page contains photographs.
- **Page 5 (Section 2):** This is the beginning of The Executive Summary. Peter said this section describes how the plan started and the process that was followed. Peter also noted the words “maximum impact” had been utilized and said the goal of a regional entity is to grow tourism in this region.
- **Page 7 (Section 3):** This page contains the charge section, including the guiding principles, deliverables, vision statement and the six areas that were identified as being critical to developing a new regional tourism entity.
- **Page 11 (Section 4):** This is the recommendation section. Peter said the term “collective impact” refers to five tourism organizations coming together and discussed the following points related to collective impact:
  - The whole is greater than the sum of the parts.
  - Merging resources will provide for greater impact through efficiencies and effectiveness.
  - Having core mass offers La Crosse County the potential to be a multistate driver of economic impact and have a more powerful voice and presence.
  - To align forces in La Crosse County to work collaboratively to have greater impact on growth of business and economy of this region.
  - Take advantage of the natural resources present in La Crosse County and the surrounding region.

Peter noted there had been five work groups that had worked on governance and structure, budgeting and funding mechanisms, staffing, facilities and locations, and branding and marketing. Peter addressed each topic:

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- 84       • **Governance and structure (Recommendation No. 1):** This work group recommended  
85       forming a 501(c)(6), where an entity files a corporation under State of Wisconsin  
86       Statutes. These organizations are tax-exempt. The La Crosse Area Convention and  
87       Visitors Bureau is a 501(c)(6).

88

89       Dave Clements asked if it is necessary to form a new 501(c)(6) when one already exists within  
90       the LACVB.

91

92       Peter said this work group had recommended starting with a new 501(c)(6). The rationale  
93       behind this recommendation is a new entity should be formed when changing bylaws, structure  
94       and governance. All stakeholders can embrace a new, neutral organization as opposed to  
95       utilizing the existing one. It would be easy to establish, and additional 501(c)(3) entities may be  
96       established as marketing and fundraising arms of the primary organization.

97

98       Dave Clements noted a 501(c)(3) is a nonprofit organization that does charitable work and said a  
99       501(c)(3) cannot be created to do marketing.

100

101       Shawn said he believes his work group had discussed this and that he likely forgot to include this  
102       in the recommendation. Shawn added that Dave is correct.

103

104       Peter suggested the wording, “Propose that additional 501(c)(3) entities be set up as appropriate.”

105

106       Dave Clements noted that two 501(c)(3) entities operate under the LACVB’s umbrella – the  
107       Sports Commission and the Riverside Museum. Dave noted that both entities are educational  
108       and not-for-profit.

109

110       Shawn said his group believes there will be better “regional buy-in” if a new entity is created.  
111       Shawn also noted that two members of the group believe it would not be complicated to start a  
112       new entity. Shawn said another thought process behind starting a new entity is that there would  
113       be neutrality. Shawn also noted that legally it might be necessary to start a new entity as there  
114       will be changes to bylaws, governance structures, and boards of directors.

115

116       Erik cautioned there might be challenges associated with dissolutions.

117

118       In response to a question by Dave Booth, Mayor Chilsen said the Tourism Department is part of  
119       the City of Onalaska.

120

121       Dave Clements said he will need to examine the LACVB’s bylaws to determine what happens to  
122       the funds if the organization is dissolved.

123

124       Mayor Chilsen said it might be necessary to “empty the accounts.”

125

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126 Erik said there might be stipulations as to where these funds are directed.

127

128 Dave Clements said he believes a “Pandora’s Box” would be created.

129

130 Mayor Chilsen told Dave Clements he has raised very good points.

131

132 Peter said the points Dave Clements has raised require further research and asked both Mayor  
133 Chilsen and Mayor Kabat how they wish to proceed in resolving this.

134

135 Mayor Chilsen said he believes legal staff would need to review the LACVB.

136

137 It was noted that the LACVB is a separate organization.

138

139 In response to a question, Mayor Chilsen said the alternative would be for the LACVB to rewrite  
140 its bylaws to encompass a larger geographic area.

141

142 Dave Clements noted he had done this and submitted it in 2014.

143

144 Shawn said the group’s intent was to have a new entity remain as neutral and independent as  
145 possible. Shawn said, “I think we’re going to get a greater buy-in from the entire group thinking  
146 as a ‘we’ if we look at a future structure that can be set up, provided that the hurdles [involving  
147 dissolution of an organization] aren’t insurmountable. ... I just think for the mindset, our group  
148 was really focused on the fact that a new, independent group be set up.”

149

150 Peter said Dave Clements and Brent can meet with the LACVB about its funds and requirements  
151 and asked if the work group wants to reconvene, discuss this proposal and return with a final  
152 recommendation.

153

154 \_\_\_\_\_ said yes, noting the funds that are involved must have a destination.

155

156 Peter asked Mayor Chilsen and Mayor Kabat about establishing a timeline for the group.

157

158 Shawn promised to send emails to the other members of the work group so they could begin  
159 discussing this as soon as possible.

160

161 Peter said the group will return with a final recommendation, including discussion of creating a  
162 new, neutral 501(c)(6) as well as speed to market and where funds would be routed if the  
163 LACVB is dissolved. Peter said it is his understanding that the funds must be placed  
164 somewhere.

165

166 • **Governance and structure (Recommendation No. 2):** This work group recommends  
167 that the Mayors and Village Presidents utilize an interim Regional Tourism Executive

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168 Director to assist with the transition an implementation of the new organization. It is  
169 recommended that the interim Executive Director tenure have a clearly defined period of  
170 time and clear expectations of deliverables. The use of an interim Executive Director is a  
171 common approach, especially during a period of organizational transition and renewal,  
172 and when previous leadership positions have been vacated. City of Onalaska Tourism  
173 Director Jean Lunde has retired, and Dave Clements will retire effective January 1, 2016.  
174 Peter said the La Crosse Area Chamber of Commerce and 7 Rivers Alliance had utilized  
175 the same approach. The interim Executive Director would be expected to assist with  
176 reviewing the work that has been done and make recommendations aligned with the  
177 White Paper Report. As the final White Paper visions come forward, the interim  
178 Executive Director could assist in the process of obtaining approvals from the five  
179 municipalities if it were appropriate and the timing worked out. Once approved, the new  
180 organization could be legally formed and begin operations.

181

182 Mayor Kabat asked who would hire the interim Executive Director.

183

184 Shawn noted that the group had discussed this and said he believes the leadership would defer to  
185 the Mayors and Village Presidents. Shawn said the group had discussed having the current leads  
186 on the LACVB and at the City of Onalaska to assist with the decisions regarding an interim  
187 Executive Director and likely an interim Board of Directors. Shawn said he, Mayor Chilsen,  
188 Mayor Kabat, Nancy and Brent would take the lead roles on this.

189

190 Mayor Kabat said he is aware that there will be a sense of urgency to keep the process moving  
191 forward.

192

193 Shawn said he believes an interim Executive Director can begin his/her duties on January 1.

194

195 Peter asked if it is the wish of the committee to have the work group return with modified  
196 recommendations.

197

198 Mayor Kabat asked for whom the interim Executive Director would work.

199

200 Shawn said he/she would work for the new organization.

201

202 Mayor Chilsen noted that a new organization does not yet exist and said it is his understanding  
203 the interim organization would consist of himself, Mayor Kabat, Shawn, Nancy, Brent and the  
204 Village of West Salem President.

205

206 Shawn said, "I think we were looking for a group to start it."

207

208 Mayor Chilsen asked if the group would hire the interim Executive Director.

209

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210 Shawn said yes.

211

212 Dave Clements noted that the recommendation is for the interim Executive Director to assist  
213 with the process and asked if this means there will be a six-month period of inactivity.

214

215 For clarification, Peter said this would occur if the timing worked out. However, Peter told Dave  
216 he agrees with him in that there might be challenges.

217

218 Dave Clements said it is his opinion a new organization should be operational on January 1.

219 Dave noted that two Visitor Guides (one by the LACVB, one by Onalaska Tourism) have been  
220 produced for years and said there have been discussions about merging them into one. Dave  
221 noted that advertisements have to be sold and said the guide must be produced within the next  
222 six months.

223

224 Shawn said the work group had no objections to the interim Executive Director starting earlier  
225 than January 1.

226

227 Nancy asked who would pay the interim Executive Director if he/she starts earlier than January  
228 1. Nancy also noted that the 501(c)(6) must first be established before anyone can be paid.

229 Nancy also asked from where the starting funds will originate.

230

231 Peter suggested to Shawn that his work group reconvene quickly, prepare revised  
232 recommendations and then meet with himself, Mayor Chilsen and Mayor Kabat and finalize  
233 what will be brought back before the committee. Peter said Shawn's group must reexamine the  
234 501(c)(6), the timeline and how to utilize the interim Executive Director. Peter also asked if  
235 there are individuals within the LACVB or Onalaska Tourism Department who could be  
236 nominated to serve as the leader during the transition period.

237

238 • **Governance and structure (Recommendation No. 3):**

239 ○ The City of Onalaska Tourism would need to dissolve and follow established  
240 bylaw requirements at the time of dissolution.

241 ○ All existing contractual obligations would be settled and dissolved from both  
242 existing entities (LACVB and Onalaska Tourism). New contracts can be formed  
243 with a new entity, as needed.

244 ○ The interim temporary office would be located in the LACVB building located in  
245 Riverside Park.

246 ○ The interim Executive Director, with the assistance of Mayors and Village  
247 Presidents, is to identify the first Executive Board of Directors as described in the  
248 new organization's bylaws. This board is preferably comprised of high-level  
249 executives in the Coulee Region.

250 ○ An interim timeline will be established with an interim Executive Director and,  
251 when appropriate, a committee comprised of Executive Board Members will

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- 252 initiate the search process for the next Executive Director.
- 253 ○ The Mayors and Village Presidents will meet and be advised on the interim
- 254 leadership.
- 255 ○ Recommendations/changes will be submitted to the larger group within one week.
- 256 ○ The interim Executive Director search will be led by Mayor Chilsen and Mayor
- 257 Kabat.
- 258 ○ Establish a timeline for community listening sessions.
- 259 ○ Recommendations for changes would come back to the steering committee. The
- 260 changes would be made and become part of the final White Paper Document.
- 261 ○ The new organization would receive Council approvals. The new organization
- 262 would be formed and led by whatever the leadership is determined to be.
- 263 ○ Staffing considerations for the new organization would be addressed.
- 264 ○ Existing organizations would be dissolved, where appropriate or necessary.
- 265 ○ New leadership groups would be formed.
- 266 ○ Existing organizations operationally detailed for interim Executive Director and
- 267 interim new organization operation.
- 268

269 Mayor Chilsen said it would not be necessary to dissolve Onalaska Tourism, but the bylaws

270 would need to be revised.

271

272 Richard said his interpretation of State of Wisconsin Statutes is that there is a Tourism

273 Commission, a public entity that is comprised of the joint powers of participating municipalities.

274 This is not the CVB, but rather a public agency. This agency contracts with a not-for-profit

275 corporation (CVB).

276

277 Mayor Kabat said what is being discussed here is the Board of Directors of the new, not-for-

278 profit organization.

279

280 Dave Clements said it appears that the LACVB's current Board of Directors has no input on

281 what is being discussed. Dave said, "This is taking all the authority out of their hands."

282

283 Mayor Kabat said he believes the LACVB would be involved in the hiring process for an interim

284 Executive Director. Mayor Kabat said, "I'm sure we [the City of La Crosse has] representation

285 on the board, but it's the board that hires the director."

286

287 Mayor Chilsen said he believes any interim board would have to have significant LACVB

288 representation.

289

290 Shawn said he believes the work group's intent was that it was guided by "neutral and

291 independent." Shawn said, "We wanted to take representation from each of the municipalities

292 and each of the boards – Brent and myself – and put us all together to help start that. I think that

293 was the intent – neutral and independent and fair. That was the way we accomplished that. I'm

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294 representing the Tourism agency from Onalaska, and Brent would be representing the Tourism  
295 from La Crosse. Nancy would probably be at that table representing Holmen. [There would be a  
296 representative from] West Salem. And it also could be who you designate. It wouldn't  
297 necessarily be Joe, Nancy or Tim. It could be a designation representing the city entity and their  
298 interest in this new organization, because that's a significant interest. They would want  
299 somebody at that table. Brent would be representing the existing LACVB, and I would be  
300 representing Onalaska at that table."

301

302 A concern was raised for LACVB employees who might have to make decisions about their  
303 future while the steering committee discusses the future of regional tourism.

304

305 Mayor Chilsen suggested that a meeting be held with the employees to assure them that the  
306 intent of a regional tourism entity is to become more efficient.

307

308 Peter said language pertaining to staffing, positions and job descriptions had been deleted. Peter  
309 also said Mayor Chilsen's suggestion to meet with employees should be included in the plan.

310

311 Mayor Chilsen suggested that this meeting take place as soon as possible.

312

313 Teri asked if these employees would be asked to reapply for their positions with the new  
314 organization.

315

316 Shawn said this has not yet been established and stated, "I think that as we establish exactly what  
317 this next leadership looks like and our group gets together, I think at that point in time the  
318 answers for those questions will come out."

319

320 Peter noted that some organizations promise that no one will lose his/her job, while others will  
321 not make such a guarantee. Peter said that any promises made to employees must be backed up.

322

323 Nancy said it will be crucial to ensure that everything that is operating efficiently continue to do  
324 so.

325

- 326 • **Budgeting and funding (Recommendation No. 1):** The funding mechanism for the  
327 new La Crosse County Tourism Organization will continue to be based in La Crosse  
328 County room tax methodology currently in place and the use of membership fees. Peter  
329 referred to potential changes pertaining to room tax in the 2016 State of Wisconsin  
330 budget and asked Mayor Chilsen and Mayor Kabat to comment on this.

331

332 Mayor Chilsen said Wisconsin Governor Scott Walker is seeking to change the way funds are  
333 controlled. Mayor Chilsen said room tax currently is paid to the city, which keeps a portion and  
334 distributes a portion to the tourism entity. Under Governor Walker's proposal, tourism entities  
335 would receive room tax dollars and give back money to the municipality. However, tourism

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336 entities are under no obligation to do so. Mayor Chilsen said the League of Municipalities has  
337 voiced strong opposition to this proposal. However, it likely will pass in the Wisconsin State  
338 Legislature and Governor Walker is expected to sign it.

339  
340 Shawn said both he and Brent have pledged their support of the process.

341  
342 Dave Clements noted that by statute, a county cannot charge room tax. Local municipalities may  
343 charge a room tax. Dave said it is incorrect to say “La Crosse County room tax.”

344  
345 Peter noted that all five municipalities, either separate or together as one entity, would face the  
346 same challenges under this proposal. Peter acknowledged there is a significant amount of money  
347 at stake and said it must be determined if verbiage regarding where these funds will be directed  
348 may be written into the agreements.

349  
350 Steve noted he sits on the Wisconsin Hotel and Lodging Association Board of Directors and said  
351 he believes it will be beneficial to a regional tourism entity if the proposal is approved.

352  
353 Dave Clements noted that there are municipalities in the state who are part of regional tourism  
354 entities, but have different room tax rates.

- 355
- 356 • **Budgeting and funding (Recommendation No. 2):** There would be one organizational  
357 operation budget, and it would align with the strategic goals of the organization.  
358
  - 359 • **Staffing:** A guiding principle is that an economy of scale be achieved through  
360 consolidation. The operating budget will be a key consideration in terms of what an  
361 entity can afford. The work group also included what it believed to be key positions, job  
362 descriptions and salary ranges, but Peter said it was premature to include this information  
363 until a group is charged with establishing the new organization.  
364
  - 365 • **Facilities and locations (Recommendation No. 1/1a):** One location would be  
366 established as the home of a regional tourism organization. An interim plan will need to  
367 be established until a new location is identified.  
368
  - 369 • **Facilities and locations (Recommendation No. 2):** The facility should be located at the  
370 junction of State Trunk Highway 35 and Interstate 90 (Exit 3). This is located on the  
371 border of the City of La Crosse and the City of Onalaska. This location would serve the  
372 needs of all five communities (City of La Crosse, City of Onalaska, Town of Campbell,  
373 Village of Holmen, Village of West Salem).

374  
375 Peter said the facility located along Interstate 90 near the Town of Campbell would be retained  
376 as a motorist information center. The facility located at Exit 3 would be the regional entity’s  
377 headquarters.

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379       • **Facilities and locations (Recommendation No. 3):** This would be a highway visitors’  
380       center.

381

382       • **Facilities and locations (Recommendation No. 4):** Utilize mobile tourism centers (vans  
383       at special events) and conduct mobile marketing efforts in the upper Midwest.

384

385 Mayor Kabat noted that there had been discussions about each community having a type of  
386 interface with the public.

387

388 Erik said he believes this had been changed to say “as needed.”

389

390       • **Branding and marketing (Recommendation No. 1):** Unify both tourism agencies,  
391       form a single brand and message around the key benefits that are relevant to the entire  
392       region.

393

394       • **Branding and marketing (Recommendation No. 2):** The word “La Crosse” must be  
395       the primary locator/identifier for all branding and marketing efforts of a unified tourism  
396       agency.

397

398       • **Branding and marketing (Recommendation No. 3):** Ensure maximized operational  
399       effectiveness and efficiency by implementing a detailed audit of both organizations’  
400       branding and marketing efforts to best coordinate and align staff skill sets.

401

402       • **Branding and marketing (Recommendation No. 4):** The use of the Convention and  
403       Visitor Bureau identifier is not necessary as the organization’s new name. This is based  
404       on national research. The key component in naming will include the use of an action  
405       verb or phrase to create a more dynamic impact with audiences. The tentative working  
406       name for the new organization is “Explore La Crosse County.” Peter noted all five  
407       municipalities are located within La Crosse County, and the name encourages people to  
408       be in this county and region.

409

410 Peter referred to Plan to Operationalize, noting there had been no recommendations other than  
411 such a plan would exist. The Plan to Operationalize would be put into effect once the White  
412 Paper Document was finalized. Peter noted timelines have been established not only to approve  
413 the plan, but also to form and implement the organization.

414

415 Peter noted information on the next steps can be found on page 24 of the White Paper Document.  
416 Community input sessions will be scheduled, and they will be followed by the White Paper  
417 Document being submitted for approval by the five municipalities. A communication plan is  
418 being recommended for key stakeholder (internally and externally) to tell the story of the plan.

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419 There are implementation steps in all five areas. There also is a proposal for a monitoring and  
420 evaluation process administered by the board and the Executive Committee.

421  
422 Peter referred to the appendices on page 26, noting the plan under Appendix I is to put the full  
423 report to the subcommittees in this section. Page 27 (Appendix II) will include details of the  
424 steering committee charter (e.g., deliverables, participants). Page 28 (Appendix III) will include  
425 the notes from the steering committee's original retreat. Appendix IV will list all the members  
426 of the steering committee as well as all the subcommittees. Appendix VI is serving as a  
427 placeholder.

428  
429 Peter asked for feedback on the entire document.

430  
431 A committee member said he would like to see a timeline for moving this forward.

432  
433 Dave Clements suggested that perhaps the committee should give the LACVB some direction,  
434 reiterating that the organization must compile its Visitor Guide.

435  
436 Mayor Chilsen said that the LACVB and Onalaska Tourism will collaborate and produce one  
437 Visitor Guide.

438  
439 Nancy asked if the distribution date is slated for January 1.

440  
441 Dave Clements said the LACVB's goal is to go to press in late December or early January. Dave  
442 said it is essential to have a product ready by mid-January as the LACVB attends several out-of-  
443 town sports shows.

444  
445 Peter noted some organizations "go dark," while other continue to market until there is a change.

446  
447 Dave Clements said there will be several challenges involved with creating a new entity,  
448 including marketing, where the funds will be directed, who will serve as the lead representative,  
449 staffing and tax identification numbers, among others.

450  
451 Amy asked which entity would take in the money and pay the bills from the advertising sales of  
452 a combined Visitor Guide. Amy also asked where the surplus would go.

453  
454 Shawn assured both Dave Clements and Amy that these details would be examined and  
455 addressed.

456  
457 Peter asked Dave Clements if, excluding the revisions that need to be made, he approves of the  
458 White Paper Document.

459  
460 Amy said she is concerned over the fact it does not address what happens to the LACVB, noting

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461 it does mention that Onalaska Tourism would be dissolved.

462

463 Erik said this is due to the fact there might be a situation where the LACVB is not dissolved, but  
464 rewritten under its current 501(c)(6).

465

466 Peter said he assumes it will become a new organization if it is rewritten.

467

468 Dave Clements noted that the LACVB's bylaws may be rewritten.

469

470 Nancy noted there are future contracts for upcoming events and said these details must be  
471 addressed.

472

473 Dave Clements noted the LACVB has software that is booking conventions as far ahead as 2022.

474 Dave also noted that the LACVB is in the process of implementing software that will connect  
475 with every hotel in La Crosse County.

476

477 Shawn said his working group's primary goal was to ensure that there was no reason for anyone  
478 to say a new organization is not fair, neutral or independent.

479

480 Dave Clements said the LACVB has made a conscious decision in its last two board elections to  
481 expand the scope of who sits on the board, noting the LACVB has representatives not only from  
482 the City of La Crosse, but also the City of Onalaska, the Village of Holmen and the Town of  
483 Campbell.

484

485 Peter said it was his understanding the LACVB would cease to exist as it would become the new  
486 regional entity. However, Peter also said he understands Dave's point of view in that the  
487 framework can be written.

488

489 It was noted that the City of La Crosse and the Town of Campbell are part of a room tax  
490 commission that currently exists. The room tax commission and the LACVB are two separate  
491 entities. Municipalities may gain a spot on this commission by agreeing to become a part of it.

492

493 Peter promised to start making revisions to the document and said Shawn will reconvene his  
494 working group.

495

### **Item 5 – Discussion on next steps**

496

497 Erik asked Shawn how much time he will need to reconvene his working group and make the  
498 necessary revisions.

499

500 Shawn said he could have the answers being sought ready by the middle of the week of July 12-  
501 18. However, Shawn said if necessary he could be ready by the week of June 28-July 4.

502

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503

504 Peter asked that Shawn reconvene the working group as soon as possible.

505

506 Shawn said he could submit the working group's revisions by July 3.

507

508 Erik asked committee members when they would like to reconvene.

509

510 Committee members decided to reconvene at noon on Friday, July 24.

511

### **Adjournment**

513

514 Motion by Nancy, second by Shawn, to adjourn at 1:47 p.m.

515

516 On voice vote, motion carried.

517

518

519 Recorded By:

520

521 Kirk Bey