



ADVISORY BOARD MINUTES

Tuesday, May 16, 2023
3:00 p.m. to 5:00 p.m.

Location – Hybrid:

Link posted on TPA website for public access

Snohomish County Executive Office:

Snohomish County
Willis D. Tucker Conference Room
3000 Rockefeller Ave.
Everett, WA 98201

Meeting called by: Advisory Board Chair

Please review: April 18, 2023 Meeting Minutes

3:00 p.m.

Welcome

Mike

- Hi everyone! Welcome to the Tourism Promotion Area Advisory Board May 2023 meeting. This will hopefully be a relatively short meeting but we will be covering some very important topics.
- Simreet, will you please call roll?

Roll Call

- Board Members Present:
 - Jeff Bae - present
 - Teresa Bitner – Vice Chair, Lodging, Dist. 5 - absent
 - Nikki Brame - late
 - Jennifer Caveny – Secretary/Treasurer, Lodging, Dist. 1 - present
 - Danielle Cavoto - absent
 - Tyler Chism – absent Doug is proxy
 - Sarah Cho - Member, Non-Lodging, Dist. 1- present
 - Doug Hobbs – Member, Non-Lodging, Dist. 5 - present
 - Janet Pope – Member, Non-Lodging, Dist. 3 - absent
 - Mike West – Chair, Lodging, Dist. 2 - present
 - Kiel Whitney - present
 - Staff Present:
 - Simreet Dhaliwal – Snohomish County Executive's Office
 - Trudy Soriano – Snohomish County Executive's Office
 - Samantha
 - Tammy Dunn - Snohomish County Sports Commission (SCSC) - DMO
 - Agency of Record
 - Amy Coelsch– DVA – DMO Agency of Record
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3:10 p.m. – 5:00 p.m.

Board Business:

- Mike West: Since we have no grant applications today, we will spend our time today getting caught up on other board business. Simreet will walk us through public records training which county code requires board members to receive every four years. She will also provide an update on the RFP we had discussed earlier in the year as well as the updates on the After-Action Report. The Leadership committee met with staff last week to kick-off the conversation about the 2024 budget, which Trudy will provide the update on.
- Public Records Training
 - Simreet Dhaliwal went over the Public Records Act and the Open Public Meetings Act. Board members will need to be aware that public records requests can be issued for the TPA's work and correspondence. The county must comply with these requests and any received by board members must be forwarded on to staff.
- Update on RFP and After-Action Report
 - Simreet Dhaliwal provided an update on the RFP. The RFP is currently in queue in the Purchasing Department for review before posting. Staff will keep the TPA Advisory Board updated as it moves along.
- Budget Overview
 - Trudy Soriano gave an update on what the Leadership team and staff discussed for the 2024 budget. The overall budget amount for the TPA must be set by the end of June. There will be flexibility to move funds across buckets over the year as needed but the overall amount will be need to be voted on at the June meeting.
- April Board Meeting Minutes
 - Doug Hobbs moved to approve; Sarah Cho seconded. Motion passes unanimously.

5:00 p.m.

Conclusion
