

**CITY OF ISSAQUAH  
LTAC Meeting**

4:00 PM  
June 1, 2017

**MINUTES**

Baxter Room  
1775 12th Avenue NW

**MEMBERS AND ADMINISTRATIVE PERSONNEL PRESENT**

*Committee:*

Erica Maniez, Issaquah History Museums  
(*Excused Absence*)  
Will Parkinson, Hilton Garden Inn  
Hamilton McCulloh, Chamber of Commerce  
Paul Winterstein, Councilmember (Chair)

*Administration/Staff:*

Keith Niven, Economic &  
Development Services Director  
Jen Davis Hayes, Economic  
Development Manager

**CALL TO ORDER**

The meeting was called to order at 4:00 PM.

**AGENDA ITEMS**

a) **Welcome and Orientation, (I)**

*Presented by:*

*Paul Winterstein, Chair*

McCulloh introduced himself. He's a newer member of the Issaquah Chamber and now represents the Chamber on LTAC. Professionally worked for 17 years with tourism organizations statewide.

Winterstein discussed the basic history and how the Roger Brooks study set the path for LTAC.

b) **LTAC 2017 Budget Review, (I)**

*Presented by:*

*Paul Winterstein, Chair*

*2017 LTAC – Planned Budget*

<b>Project</b>	<b>LTAC Funding</b>	<b>Other Funding</b>	<b>Notes</b>	<b>2017 Activities</b>
COI – Branding	\$40,000	\$30,000 City funding	Communications lead	Project begin in 4Q2017
COI – Wayfinding Plan	\$85,000	N/A	Design, location plan only; not implementation costs	On hold until after branding completed
COI – Tourism Contract	\$135,170	\$10,415 Port grant	City reallocated Port grant \$ due to need to complete project by May 31 2017; includes \$50,000 for event promotion expenses	On hold until after new staff arrives; additional conversation about best next steps with LTAC

*2017 LTAC Revenue – Expected (as reported in the 2017 City of Issaquah Budget)*

Beginning Fund Balance	\$ 378,829
Expected Revenue	\$ 180,000

c) **Funding Allocation Request, Association Volleyball Professionals Community Kick-off Event, (A)**

*Presented by:*

*Hamilton McCulloh, LTAC member*

- Original idea to host community event at Lake Sammamish State Park in 2017
- With only 8 weeks to plan, reached out to AVP to discuss details
- AVP would set up “club” to allow 175 community members

Following discussion regarding long-term plans for AVP,

**IT WAS MOVED BY PARKINSON, SECONDED BY WINTERSTEIN, TO:**

Approve \$9,960 for event planning and an additional (not to exceed) \$3,000 for food for 175 community members.

**MOTION CARRIED, 3-0.**

d) **LTAC Vacancy Next Steps, (D)**

*Presented by:*

*Jen Davis Hayes, Economic Development Manager*

City will contact Holiday Inn, Motel 6 and Springhill Suites to invite them to apply to fill LTAC vacancy seat for hotel member.

**ADJOURNMENT**

There being no further business to come before the committee, the meeting was adjourned at 5:10 PM. The next meeting date has yet to be determined.