

3:00 PM  
November 29th, 2017

Springhill Suites Marriott Hotel  
1185 NW Maple St, Issaquah, WA  
98027

## MINUTES

### MEMBERS AND ADMINISTRATIVE PERSONNEL PRESENT

*Committee:*

Paul Winterstein, Councilmember (Chair)  
Will Parkinson, Hilton Garden Inn  
Erica Maniez, Issaquah Historical Society  
Hamilton McCullough, Chamber of Commerce  
Quynh Phan, SpringHill Suites

*Administration/Staff:*

Tim Dutter, Economic Development Mgr.

### CALL TO ORDER

The meeting was called to order at 3:00 PM.

### APPROVAL OF MINUTES

- a) Minutes of October 26<sup>th</sup>, 2017.

**IT WAS MOVED BY McCulloh; SECONDED by Maniez, TO:**

Approve the minutes of October 26<sup>th</sup>, 2017 as is.

**MOTION CARRIED, 5-0.**

### AGENDA ITEMS

- a) **Visit Issaquah Timeline, (D)**

*Presented by: Tim Dutter, Economic Development Manager*

Tim Dutter presented a timeline to the LTAC that outlines the work that lays ahead. Winterstein and Dutter explained the process of an agenda bill to the City Council. The LTAC will be requesting that the City form the organization of Visit Issaquah and file the articles of incorporation, and that the LTAC will need to request that City Council appropriate the funds to this organization to spend for the hiring of a Director in 2018. The agenda bill will go before City Council on December 18<sup>th</sup>, and be referred to the Safety and Services Committee. This process ultimately has an impact on the timeline, and Dutter explained that the months needed to shift further down the road, at least until January. Winterstein explained that without approval of the Council, the LTAC could still begin planning, but could not begin voting on items or implementation until given Council's approval. Winterstein suggested to use the timeline as a planning calendar, similar to the fashion of City Council. Dutter agreed to adjust the timeline to make it more fluid for future use.

- b) **Review/Approve Resolution of Visit Issaquah, (A)**

*Presented by: Paul Winterstein, Chair*

Winterstein motioned to amend the Visit Issaquah Resolution. This was due to the fact that Dutter had altered the resolution. Winterstein called for the motion also due in part to a clerical error made on Dutter's behalf. The Resolution was again approved, with minor edits in the language.

**IT WAS MOVED BY Maniez; SECONDED By McCulloh, TO:**

Approve the changes and the final draft of the Visit Issaquah Resolution.

MOTION CARRIED, 5-0.

**c) Review Mission Statement, (I)**

*Presented by: Tim Dutter, Economic Development Manager*

The Committee again discussed the Mission Statement at length. The Mission statement currently reads as follows: **Visit Issaquah is a nonprofit organization serving as Issaquah's official Destination Marketing Organization (DMO). Visit Issaquah increases tourism in the region by marketing our hotels, amenities, attractions and events.**

**d) Discussion of Board Members, (D)**

*Presented by: Paul Winterstein, Chair*

The committee discussed the addition of future Board Members. Organizations mentioned included: other hoteliers in the area, a rep from DIA, Village Theater, Mountain Biking, Wildfin, among others. Paul explained that the LTAC would need to wait on the agenda bill before adding additional members. He recommended reaching out to contacts and seeking their interest as a Board members. The LTAC decided to table the discussion for the January meeting, depending on where the City is at in the Visit Issaquah process.

**ADJOURNMENT**

There being no further business to come before the committee, the meeting was adjourned at 5:45 PM.