

**City of Portage
Tourism Promotion Committee Meeting
5:30 pm on Tuesday, January 6, 2015
City Municipal Building, 115 West Pleasant Street
Conference Room One
Agenda**

1. Roll call
2. Approval of minutes from previous meeting
3. Public comment
4. Discussion and action on claims submitted
5. Discussion and actions on various marketing proposals by Portage Area Chamber of Commerce in 2014 and 2015 budget
6. Update, discussion and action on informational signage in Portage
7. Next meeting date to be determined
8. Adjournment

**City of Portage
Tourism Promotion Committee Meeting
Tuesday, August 5, 2014, 5:30pm
City Municipal Building, 115 West Pleasant Street
Conference Room One
Minutes**

1. Roll call

Meeting called to order by chair Marty Havlovic. Present were Rick Dodd, Chad Stevenson and Marty Havlovic. Excused were Carole LaVigne and Dawn Schneller. A quorum was established.

Guests present were Marianne Hanson (PACC) and Craig Sauer, Portage Daily Register

2. Approval of minutes from previous meeting

Moved by Dodd to approve the minutes of the April 1, 2014 meeting; second by Stevenson. Motion passed 3-0 on a roll call voice vote.

3. Public comment

No public comment.

4. Discussion and action on claims submitted

Moved by Dodd to approve payment on claims submitted in the amount of \$42,492.76; second by Stevenson. Motion passed 3-0 on a roll call voice vote.

5. Discussion and actions on various marketing proposals by Portage Area Chamber of Commerce in 2014 budget

No proposals.

6. Update, discussion and action on informational signage in Portage

Moved by Stevenson to instruct PACC to go forward with proposal to place 3 events as well as 1 sponsor on the back of each informational sign (6-8 signs total), with production cost being around \$225 per sign and the sponsorship or advertising to go for \$300 per year for a total of \$900 for 3 year contract payable in one lump sum; second by Dodd. Motion passed 3-0 on a roll call voice vote.

7. Discussion on Rotary request to fund billboard listing civic organizations

PACC was instructed to proceed with discussions amongst various service organizations in Portage about the possibility of the Tourism Committee paying the \$1475 per sign (total of 5 signs throughout the entrances to the city) while individual service clubs/organizations would pick up the cost of \$160 per individual circle sign that would be attached to the "Welcome to Portage" sign. Only 6 circles per welcome sign for maximum of 30 spots available. Some service clubs/organizations may want to have circles on more than just one welcome sign. PACC would investigate and report back to the committee.

8. Discussion on 2015 budget process, meeting dates, etc.

Tourism Committee will meet on Tuesday, September 16 and Tuesday, September 23 to begin 2015 tourism budget. The September 16th meeting will cover advertising/media budget items and the September 23rd meeting will be presentations by local groups for grant funding, etc. Requests for grant funding is due in the City Clerk's office by Friday, September 12, 2014.

9. Next meeting date to be determined

Next meeting date is Tuesday, September 16, 2014 at 5:30pm.

10. Adjournment

Moved by Dodd to adjourn, second by Stevenson. Havlovic adjourned meeting at 6:10 pm.