

Meeting Agenda/Summary

Cayce Event Planning Committee

Subject	Event	Date/Time	January 8, 2015 at 5:45 PM		
Location	Cayce City Hall – Council Chambers				
Attendees					
Event committee	Y/N	GUEST SPEAKERS	Y/N	City Staff	Y/N
Danny Creamer	Y	Shaun Greenwood	Y	Mendy Corder	Y
Rachel Scurry	Y			James Denny	Y
Cindy Pedersen	Y			It was announced that Brandy Rodgers is no longer working at Cayce City Hall. Her replacement will be introduced a subsequent meeting.	
Dave Capps	Y				
Kimberly Christ	Y				
Brenda Cole	Y				
Ellen Mancke	Y				
Jason Munsell	N				
Frankie Newman	N				

MIINUTES			
No.	Motion	First/Second	References/handouts/notes
1.	Call to Order	Cindy, Chair	
2.	Presentation by Shaun Greenwood regarding the Hospitality Tax		Shaun Greenwood presented the committee with details regarding the city hospitality tax. See notes below
3.	Approval of minutes	unanimous	Minutes will be sent at least 1 week prior to the meeting for review by committee members prior to meeting. Mendy was asked if a city staff member can take the minutes for this committee. Per Mendy Corder, it is the plan of City Mgmt that Mendy delegate the staffing of the committee to Brandy's replacement and that a second staff member would be required to take the minutes.
4.	Election of Officers	Committee	By unanimous consent, Danny Creamer was elected Chair Rachel Scurry was elected Vice Chair Cindy Pedersen was elected Secretary
5.	Subcommittee Organization	Cindy made the motion to develop sub-committees for various activities	After discussion, the committee unanimously decided to keep the subcommittees to a minimum. The size of the Committee doesn't call for subcommittees. If a subcommittee is determined to be needed, one will be formed at that time. The only activity that currently has a subcommittee is the Carols Along the Riverwalk. The committee agreed with Brenda Cole that if she has the responsibility of handling the Vendors during the Bluegrass Festival, that she should be able to speak with Vendors throughout

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			the year on behalf of the committee.
6.	New Agenda Format	Cindy recommended the new format	The Committee voted to continue to use the current agenda format but favored the use of the tool Cindy recommended for organizational purposes.
7.	Schedule of 2015 Committee Dates		As requested by Rachel Scurry, the 2015 committee dates were distributed. Rachel made the motion to reschedule the April 9 th meeting to April 16 th and formalize the decision not to meet in July. A discussion followed. Brenda Cole made a motion to adopt the Schedule as revised. Rachel second the motion. Motion carried.
8.	Review of CIC		Cindy made the motion to table the discussion until a future meeting. Ellen Mancke second the motion. Motion carried.
9.	Nature Tour		The committee agreed to hold Nature Tours (morning for children, afternoon for adults) in the spring beginning at the end of the last Cayce section of the Riverwalk , Timmerman Trail, at a date suggested by Rudy Mancke. A fall tour will not take place. Ellen Mancke will report back to the committee the Rudy's date preference.
10.	Adjournment		Cindy made motion to adjourn. Kim second the motion.

Key Points Discussed		
No.	Topic	Highlights
1.	City of Cayce Hospitality Tax	Mr. Shaun Greenwood is the Assistant City Manager and Director of Planning and Development
2.		The city staff are currently writing policy and procedure to present at the February City council meeting.
3.		Essentially, an application will be made for the funds; Council and Mayor will vote on: <ol style="list-style-type: none"> 1. whether to accept the application and 2. the amount of funding
4.		Application may be made only for events to be held within Cayce city limits
5.		As the priority of the tax revenue is to draw tourism to Cayce, requests for funds should be made for advertising expenditures. The use of these funds can offset the current advertising expenditures and allow the committee to utilize the funds for other expenditures.

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Action Items		
No.	Action Item	Owner/ Target Completion Date
1.	Turkey fryer purchase at \$172.00	The committee agreed to the purchase of 1 fryer with a spicket for approximately \$172.00
2.	Purchase of generator	The committee agreed to table the motion until a subsequent meeting.
3.	Minutes of meetings	Mendy agreed to consult with City Manager regarding a staff member recording the minutes of the committee meetings
4.	Mendy will distribute her list of preparation activities for each of the committee's events	Mendy will bring the "to do" list for discussion and/or delegation. There is a need for the committee to take responsibility for some tasks from city staff. The committee will review the list and discuss delegation.
5.	Nature Tour	Ellen Mancke will report Rudy's date preference for the Spring Nature tour

Next Meeting: Thursday, February 12, 2015