

Date: September 11, 2024

Time: 12 – 1:30 p.m.

Location

City Hall – Birch Room, Fl 2
415 W 6th Street
Vancouver, WA

Regular Meeting (Convened in-person and via video conference)

The meeting agenda materials referenced in these minutes can be found [online](#). Link to Microsoft Teams meeting video: [24 09 11 LTAC Meeting Video](#).

Item 1: Call to Order and Roll Call

The meeting of the Lodging Tax Advisory Committee was called to order at 12:03 pm by Kim Harless, Committee Chair.

Board Members Present: Kim Harless, Steve Bowers, Jennifer Kenney, Carla Rise, Temple Lentz (remote), Janet Kenefsky, Terry Goldman

Board Members Absent: Ryan Hart, Christie Rust

Staff Present: Chris Harder, Kimberly Kerlee, Jonathan Young, Andrew Westlund

Guests: Carmen De Leon, Community Member

Motion by Bowers, seconded by Rise, and carried unanimously to excuse the absence of Ryan Hart and Christie Rust.

Item 2: Approval of Minutes

Motion by Bowers, seconded by Kenney, and carried unanimously to approve the July 11, 2024, minutes.

Item 3: Update on Grant promotion, Website, and Application Process

Chris Harder reviewed the Lodging Tax Program page and discussed the promotion efforts, including press releases, media coverage, and social media outreach for the grant applications. Harder also discussed the Q&A session that occurred on September 10 and the session scheduled for September 23. Discussion occurred around the scoring tool for each grant category.

Item 4: Application Review & Recommendation Process

Chris Harder reviewed the timeline for reviewing and scoring applications and the group discussed the process of utilizing the new scoring tool, and the consideration of presentations from applicants. Committee Member Rise asked about the possibility of

Members

Kim Harless
Chair

Steve Bowers
Temple Lentz
Janet Kenefsky
Jennifer Kenney
Christie Rust
Terry Goldman
Ryan Hart
Carla Rise

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moving applicants to a different category that better fits their event if applicable. Harder responded. The equitable treatment of applicants and the need to ensure fairness in the process was emphasized. The group discussed and agreed to extend the meeting times in October. The committee members overall agreed with the plan to allow for optional presentations from applicants and explored the process of providing clear instructions for the presentations advising applicants to block their calendars and utilizing a scheduling tool. The submission of a staff memo outlining administrative costs related to LTAC was also discussed and a proposal to allocate funds from the LTAC budget to cover administrative costs and costs incurred by the Parks Department for permitting and special events. The submission of a proposal or staff memo was discussed. Bowers and Kenefsky asked about permitting costs and fees for events. Harder responded. The group discussed the special event permitting process.

Item 5: Public Comment

None

Item 6: Executive Session (as needed)

None

Item 7: Adjourn

1:03 p.m.

Kim Harless, Board President

Meetings of the Lodging Tax Advisory Committee are electronically recorded. The tapes are kept on file in the office of the City Clerk for a period of six years.