

**Manitou Springs Chamber of Commerce, Visitors Bureau &  
Office of Economic Development (iManitou)**

**Board of Directors  
Meeting Minutes**

**July 28, 2011**

**Present:** Tim Haas, Jack Johns, Farley McDonough, Marcy Morrison,  
David Symonds, Paul York, Matt Carpenter

**Absent:** Bianca Codiga

**Staff:** Leslie Lewis, Roger Miller

**Guests:** Try Stonerr

A regular meeting of the Manitou Springs Chamber of Commerce, Visitors Bureau & Office of Economic Development (iManitou) was held Thursday, July 28, 2011, in City Council chambers (606 Manitou Avenue). The meeting was called to order at 8:35 a.m. by President David Symonds.

Brittany Tafoya was introduced. She is the new part time employee hired to work in the office on Tuesdays and Wednesdays. Brittany works full time at the Cog Railway as the Café Supervisor. She was asked to stop by the meeting to be introduced to the Board.

Roger Miller has accepted the Board offer to become the COO for iManitou. He was invited to join the meeting prior to beginning his position on Monday, August 1.

**A. Action Item: Approval of June Minutes**

Dave Symonds made a motion to approve the Minutes of the June meeting as presented. Jack Johns seconded the motion and it was approved.

**B. Action Item: Approval of June Financials**

Tim Haas explained that he and Leslie had spent time making adjustments to the Balance Sheet items such as adjusting the depreciation so that it was split between the building and equipment instead of one large depreciation expense. The building has been fully depreciated. Staff will work on putting together a list of current office equipment as the list being used is out of date. The Income Statement from Peachtree has duplicate entries based on the City breakout for expenses vs the Chamber breakout for expenses.

The Board discussed whether the Internet Income should be reflected in the Chamber income as it does not come through the City funding and why the

breakout of funding began. The statements need to be simplified. Jack Johns offered to work with Roger, Leslie, and Tim to come up with a simplified statement that would reflect what the City would like to see as well as be easier for everyone to understand. Once a simplified report is created, the board will ask for City approval before going forward with its presentation. Dave Symonds made a motion to approve the Financials with the change of classification for the Internet Income. Jack Johns seconded the motion and it was approved.

### **C. Action Item: Approval of New & Renewing Members list**

The By-laws require approval of membership applications and renewals. Marcy Morrison made a motion to approve the New & Renewing members list as presented. Dave Symonds seconded the motion and it was approved.

### **D. COO Search Update**

Roger Miller was hired as the new COO and will begin working on Monday, August 1, 2011. Dave Symonds made a motion to add Roger Miller as an authorized signer on all bank accounts of the Manitou Springs Chamber of Commerce, Visitors Bureau & Office of Economic Development. Tim Haas seconded the motion and it passed unanimously.

Roger thanked the Board for the process of the interview with the two panels. He felt it was an opportunity to gain insight into concerns based on some of the questions asked. He had been sharing the news of accepting the position with friends and family and is looking forward to becoming more involved in the community. He plans to spend the next 30 – 60 days getting to know the staff and volunteers and learning as much as possible. He plans to meet with each board member individually and see what they would like to see going forward. After that, Roger will create a draft plan to present to the Board and ask for guidance and approval to move forward.

Roger will be evaluating the strengths and weaknesses. He would like to start building a video library. Roger asked if Manitou submitted footage to “utube” and was told we hadn’t. Roger will set up a meeting with Trygve in the near future. Roger would like to set realistic goals that will include some “quick splashes”.

Staff was asked to contact Laura Ettinger about writing a press release on Roger being hired. Dave and Roger will work on putting together the information for the release.

A new computer will need to be purchased for Roger. Leslie will meet with Roger following the meeting to discuss what type of computer he needs.

### **E. IRS Update**

The paperwork has been filed with the IRS to maintain the 501(c) 6 status with the incorporation of the Economic Development into the organization. We have received a letter from the IRS saying the paperwork had been received and we

should hear back from them in approximately 90 days. They may contact either the attorney or the office if they have questions while reviewing the changes.

#### **F. Building Update**

In reviewing the report from the structural engineer, the foundation does need some work. Roger has been given a copy of the report and will review it.

Dave received an email from Michele, Pikes Peak Country Association, asking about the status of their lease. Roger will meet with Michele and look at all of the available options for making the building more usable.

#### **G. City Update**

On June 26, there was a Manitou Springs Forward Potluck and Vision session. Some of the key areas the group is focusing on are health and wellness, jobs, and parking. The City originally granted \$10,000 to the organization to update the "Rainbow Vision Plan" however; the group seems to be creating a new plan instead of updating the original plan. The Rainbow Vision Plan is used by the Planning Department in its current form, however; it does need to be updated. Farley joined the group when they were trying to get business people involved for business representation in the process. She expressed concerned about the direction the group is going. Ken Jaray is also concerned and is working to have the group vision become more realistic. Ken is scheduled to speak with the Board at the August meeting.

The Mineral Springs Foundation met with City Council in a work-session. They discussed maintenance of the springs as well as creating a special water district.

Jack Benson arranged a City Council orientation for Coreen Toll and invited other council members to attend. It was a six hour training session where they met with all of the department heads. Matt attended and felt he learned a lot.

City Council is supporting the chair project. They approved a plan to outsource the gardening to save money. Mary Ellen Montgomery is still taking care of the gardens but as an independent contractor.

City Council also had a work-session on parking. They need to determine what can be done now as well as determine a plan to proceed in the future.

Council gave Conditional Approval for Assault on the Peak. Final approval will be given when the organizers submit their comprehensive parking plan.

Council did make a few changes in the liaison positions. Coreen has taken the Metro Parking District in place of Ingrid and has changed the Fire Department with the Police Department in an exchange with Matt.

Soda Springs Park – many of the people who hang out in Soda Springs Park were at City Council recently. Among other things, the group expressed concern because they feel they are being harassed by the Police. Chief Mary Jo Smith has been asked to put together a report for Council.

Council did the mid-year budget review. There were a few minor tweaks to the budget. Sales tax is up 5% for the year. Rebecca is working on the reports that include breakout by category.

#### **H. BID Update**

The BID Board does not meet during the summer so there is not much new information. The first phase of the downtown WiFi is going well. Jack was not sure when the next phase would be complete. The BID Board meets on the 3<sup>rd</sup> Thursday of each month (September – May) at 9 am in City Council Chambers.

#### **I. Special Events**

The Ice Cream Social was successful. We served 64 pies and were out of pie by approximately 6:15 p.m. Colorado City Creamery provided 60 gallons of ice cream and though we didn't run out, we didn't end up with much left over. We had requested 45 gallons of ice cream, however, Carrie (the owner) sent extra.

The final numbers for the Wine Festival should be available next month. It looks like there will be approximately \$35,000 profit from the event. Staff was asked how that compared with 2010, but couldn't provide those figures. Staff did report that the funds to the City for the excise tax increased from \$1890 to \$2364. The sales tax portion to Manitou Springs was \$2549 and the amount paid to the City for park rental, the special event fee, and the banner and vendor licensing was \$850. Total sales from the event were \$65,370 which represents an increase of \$12,000 over 2010.

The High Altitude Happy Hour is scheduled for August 26. So far only 3 tickets have been sold. Floyd sent another press release last week. Tickets are available on our web site.

Assault on the Peak is scheduled for August 28. We sponsor the event by renting the park. This is the second year of the event. There have been some very positive changes to the event that will make it run more smoothly than last year. Highway 24 will have the south most lane (eastbound) coned for the riders to safely get to Cascade. After the riders are in Cascade, the cones will be pulled and the Highway will be open for normal traffic. The organizers are hoping for 500 riders. There is a foot race that has been added to the event this year. That race will begin at the toll gate and finish at Glen Cove. There will be a beer garden and the awards ceremony in Memorial Park following the event. Runners will be bused to the toll gate and back down the mountain. Bicyclists who want to ride back down will be held until there is a group that will ride down with an escort by the State Patrol.

The Luau will be September 24. Staff is still working on the details. We are planning to have the food catered.

The Board discussed the importance of resolving the parking issues. With the Parking Study the Cliff House just completed, the study shows Manitou Springs will accommodate the proposed expansion of the business. The impact of the expansion will not have that much impact on traffic as Manitou Springs already sees. Parking is creating “quality of life issues” for the residents.

The Chamber needs to become more proactive on the positive impact of events on the City and the parking issues need to be addressed as soon as possible. The Chamber should tell the story of the positive impact of business and explain the increase costs to residents if the business community wasn't as successful as it is. It should also acknowledge the impact of tourism on the residents and validate their concerns.

#### **J. Unscheduled Appearances**

Try Stonerr attended the meeting as a guest. He is a resident of Manitou Springs. As a Senior Program Manager with Verizon he developed a Wikipedia for them. Try is currently developing a Wikipedia site for Manitou Springs as a volunteer. There is a lot of information to gather. As Try is building the site, he is talking with many business owners, showing them how they can edit the pages themselves. Try was asked if he had looked at Manitousprings.org. It was suggested that he could pull a lot of information from our site to assist him in building the wiki site. Try was thanked for attending the meeting.

Staff raised concerns regarding the number of police calls to both Manitou Inn & Suites (33 calls from January 1 through May 3) and the LaFon Motel (65 between January 1 and May 31). Under Section 3.2 Termination (Resignation, Suspension, Termination of the By-Laws, (b) states “Any member may be suspended or terminated upon the affirmative vote of two-thirds (2/3) of the members of the Board of Directors for failure to pay or otherwise discharge such Member’s financial obligations to the CCED, failure to comply with applicable membership policies or procedures, or the conduct or actions deemed to be injurious or prejudicial to the purposes and/or reputation of the CCED. Such suspension or termination shall take effect immediately. The Member will be given the right or appeal to the Board of Directors. The appeal hearing shall be held on a mutually acceptable date within 45 days of the Member’s request, and the determination of the Board of Directors shall be final.” Jack Johns made a motion to revoke the membership of Manitou Inn & Suites and of the LaFon Motel effective immediately. Paul York seconded the motion and it passed unanimously. Staff will mail letters to both properties informing them of the revocation and their rights to appeal the Board decision.

Having no further business before the Board of Directors, the meeting adjourned at 10:37 a.m.