

Warrensburg Convention and Visitors Bureau
10 a.m. Thursday, November 12
Via Zoom

Hi there,

You are invited to a Zoom webinar.
When: Nov 12, 2020 10:00 AM Central Time (US and Canada)
Topic: WCVB November Board Meeting

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/85726509509?pwd=QWMwdjdHU1FxRHlvamNMSDIyK1hZUT09>
Passcode: 832200

Or iPhone one-tap :

US: +13126266799,,85726509509#,,,,,0#,,832200# or
+16465588656,,85726509509#,,,,,0#,,832200#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or +1
669 900 9128 or +1 253 215 8782

Webinar ID: 857 2650 9509

Passcode: 832200

International numbers available: <https://us02web.zoom.us/j/85726509509?pwd=QWMwdjdHU1FxRHlvamNMSDIyK1hZUT09>

1. Call To Order
2. Roll Call
3. Adopt Agenda
4. Minutes Of Prior Meeting-October 8, 2020
Marcy Bryant, Tourism Director

Documents:

[MINUTES 10082020.PDF](#)

5. Financial Report-November 2020
Marcy Bryant, Tourism Director

Documents:

[LODGING TAX ACTUAL.PDF](#)
[FINANCIAL REPORT NOV 2020.PDF](#)

6. Order Of Business: Annual Contract With City Of Warrensburg To Provide Services
Marcy Bryant, Tourism Director

Documents:

[DIRECTORS NOTES WCVB AND CITY CONTRACT FOR SERVICES .PDF](#)
[FY21 WCVB CONTRACT.PDF](#)

7. Order Of Business: Insurance Policy Renewal
Marcy Bryant, Tourism Director

Documents:

[DIRECTORS NOTES WCVB ANNUAL INSURANCE POLICY.PDF](#)
[WCVB INSURANCE POLICY 2020-2021.PDF](#)

8. Order Of Business: MO Life Advertising Agreement
Marcy Bryant, Tourism Director

Documents:

[DIRECTORS NOTES MISSOURI LIFE AGREEMENT .PDF](#)
[MISSOURI LIFE 2021 FIRST QUARTER PACKAGES .PDF](#)

9. WCVB Grant Committee Update
Marcy Bryant, Tourism Director
WCVB Grant Committee: Kelly Brooks, Ginny McTighe and Tom Koenigsfeld

Documents:

[DIRECTORS NOTES WCVB COMMUNITY GRANT COMMITTEE .PDF](#)

10. Director's Report
Marcy Bryant, Tourism Director

Documents:

[DR 11092020 BOARD REPORT.PDF](#)
[CHAMBER THANK YOU.PDF](#)

11. Other Business
12. Board Comments
WCVB Board
13. Public Comments
14. Adjournment

Warrensburg Convention & Visitors Bureau Minutes

Via Zoom

10 a.m. Thursday, October 8, 2020

A meeting of the Warrensburg Convention and Visitors Bureau was held via Zoom on Thursday, October 8, 2020 at 10:03 a.m. with Secretary Diane Whitworth presiding. Roll was called as follows:

Present: Kelly Brooks, Ginny McTighe, Dana Phelps and Diane Whitworth; and Scott Holmberg, Warrensburg Councilman

Absent: Tom Koeingsfeld, Scott Thomason and Mason Wirsig; and exofficio members Danielle Fesler, Bryan Jacobs and Harold Stewart

The adoption of the agenda was considered. Brooks made a motion to adopt the agenda as presented. The motion was seconded by Whitworth. Motion passed.

Minutes of the September 10, 2020 WCVB Board meeting were considered. McTighe made a motion to approve the meeting minutes as presented. The motion was seconded by Phelps. Motion passed.

Financial report was provided by the WCVB director. As of October 5, 2020, 66% of budgeted expenses have been incurred. The director noted September personnel expenses had not been posted as of the date of the meeting. The lodging tax for September 2020 was down 39% from collections in September 2019. Total lodging tax collected in 2020 is \$230,039.

The director provided a year end summary report on fiscal year 2019-2020 with pre-audited numbers. The 19-20 budget was revised August 13, 2020 due to the Show Me Strong Grant. The audit will occur in late 2020. A report will be provided to the board in spring 2021. As per our contract the City, the City includes the WCVB with their audit. Revenue came in one percent higher than budgeted. This does not include the reimbursement from the Show Me Grant submitted on September 29. Expenses allocated were 66 percent of the budget. There are a few invoices that will be posted to fiscal year 19-20. Once all the invoices are posted, the expenses allocated will be approximately 72-75 percent.

The director provided an update on the Visitor Center. A brochure rack and a hook with free face masks has been added to the vestibule. This will be available to guests who visit when the Center is closed Monday-Friday. The vestibule is locked over the weekend and at night. Offering the free face masks was a requirement for the Show Me Strong Grant. A table is placed at the Center's interior door with face masks and hand sanitizer.

The director presented an update on the Show Me Strong Funds. The Board was presented the Google video and ads placed on Facebook and Instagram. One ad has had numerous negative comments posted to it. The ad features individuals wearing facial coverings. Most comments have been in opposition to the County order requiring facial coverings be worn. The grant only allows one reimbursement to be submitted per month. The last reimbursement will be submitted before November 20, 2020. The September reimbursement was submitted September 29, 2020 for payroll expenses (March 1-September 15) in the amount of \$39,688. There is no timeline available as to when the reimbursement will be distributed to WCVB as three groups must review for approval.

The director provided a report on the Rolling Piano Project. The project is sponsored by the City of Warrensburg and the Warrensburg Arts Commission. The WCVB was asked by the City to assist with

finding locations for the pianos. Nine pianos were distributed throughout Warrensburg. The WCVB created a flier with pictures of each piano along with a map identifying their location. Numerous posts have been posted on the WCVB's mbryansocial media bringing awareness to the project. There is a piano located at the Visitor Center. Youth from Twisters Sports afterschool program came and painted the piano.

The director provided her director's report. Items highlighted were an update on the face mask donation program, UCM partnership, 2020 community grant program recap, and upcoming meeting dates. The Center will be closed November 23-27 due to the director being out of the office and the Thanksgiving holiday.

There were no appearances by the public.

Board members provided updates regarding upcoming events/happenings from various organizations.

Meeting adjourned.

**CITY OF WARRENSBURG
LODGING TAX TEN YEAR COMPARISON**



	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	CHANGE	%	
OCT							\$ 10,664.28	\$ 14,468.77	\$ 18,136.08	\$ 15,413.84	\$ (2,722.24)	-15.01%	OCT
NOV							\$ 11,856.62	\$ 10,528.83	\$ 10,744.89	\$ 40,257.33	\$ 29,512.44	274.66%	NOV
DEC							\$ 6,761.43	\$ 7,065.61	\$ 7,629.16	\$ 18,335.22	\$ 10,706.06	140.33%	DEC
JAN							\$ 7,100.05	\$ 8,711.87	\$ 9,409.07	\$ 14,881.91	\$ 5,472.84	58.17%	JAN
FEB							\$ 4,274.36	\$ 8,630.16	\$ 8,230.30	\$ 21,406.86	\$ 13,176.56	160.10%	FEB
MAR							\$ 12,622.11	\$ 11,598.22	\$ 10,533.92	\$ 19,520.74	\$ 8,986.82	85.31%	MAR
APR							\$ 9,345.76	\$ 13,836.05	\$ 12,894.11	\$ 14,101.18	\$ 1,207.07	9.36%	APR
MAY							\$ 9,755.36	\$ 13,793.79	\$ 19,644.72	\$ 13,024.45	\$ (6,620.27)	-33.70%	MAY
JUN							\$ 12,252.02	\$ 16,832.61	\$ 22,628.16	\$ 19,296.86	\$ (3,331.30)	-14.72%	JUN
JULY							\$ 10,131.03	\$ 11,403.53	\$ 21,351.50	\$ 26,857.44	\$ 5,505.94	25.79%	JULY
AUG							\$ 11,683.88	\$ 16,616.52	\$ 44,208.66	\$ 26,943.77	\$ (17,264.89)	-39.05%	AUG
SEP							\$ 17,223.77	\$ 13,882.14	\$ 20,927.52	\$ 32,315.05	\$ 11,387.53	54.41%	SEP
TOTAL							\$ 123,670.67	\$ 147,368.10	\$ 206,338.09	\$ 262,354.65	\$ 56,016.56	27.15%	TOTAL

FINANCIAL REPORT*
NOVEMBER 9, 2020

2020-2021 Budget

EXPENSES

	CURRENT BALANCE	DISBURSED	FY21 BUDGET
SALARIES & PT WAGES	\$ 52,910.00	\$ -	\$ 52,910.00
EMPLOYEE TAXES	\$ 4,048.00	\$ -	\$ 4,048.00
RETIREMENT	\$ 3,333.00	\$ -	\$ 3,333.00
EMPLOYEE INSURANCE	\$ 8,378.00	\$ -	\$ 8,378.00
WORKERS COMPENSATION	\$ 125.00	\$ -	\$ 125.00

PROGRAM & OTHER SUPPLIES	\$ 13,940.00	\$ -	\$ 13,940.00
UTILITIES	\$ 4,820.00	\$ -	\$ 4,820.00
OUTSIDE SERVICES	\$ 22,805.85	\$ 150.15	\$ 22,956.00
INSURANCE	\$ 2,000.00	\$ -	\$ 2,000.00
TRAINING & TRAVEL	\$ 500.00	\$ -	\$ 500.00
DUES & MEMBERSHIPS	\$ 762.00	\$ 75.00	\$ 837.00
MARKETING & COMMUNICATION	\$ 43,980.74	\$ 56,019.26	\$ 100,000.00
OTHER - EMPLOYMENT	\$ -	\$ -	\$ -
CAPITAL - EQUIPMENT	\$ -	\$ -	\$ -
GRANT PROGRAM	\$ 10,000.00	\$ -	\$ 10,000.00
LEASE AGREEMENT	\$ 14,885.00	\$ 1,115.00	\$ 16,000.00
TOTALS	\$ 182,487.59	\$ 57,359.41	\$ 239,847.00

As of November 9, 2020

23.91%

REVENUE

	FY 20 BUDGET	COLLECTED	DIFFERENCE
LODGING TAX	\$ 166,773.00	\$ -	\$ 166,773.00
GRANTS-STATE	\$ 71,600.00	\$ -	\$ 71,600.00
MERCHANDISE		\$ -	\$ -
INTEREST ON DEPOSITS	\$ 1,500.00	\$ -	\$ 1,500.00
EARNINGS CREDIT	\$ -	\$ -	\$ -
CLAIMS/REIMBURSEMENT		\$ -	\$ -
TOTALS	\$ 239,873.00	\$ -	\$ 239,873.00

NOTE: October collection/personnell has not been posted	
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As of November 9, 2020

0%

*Not Audited

	Spent	Budgeted	Remaining	
Salaries/Wages				
Full-Time	\$ -	\$ 52,910.00	\$ 52,910.00	0
	\$ -	\$ 52,910.00	\$ 52,910.00	0
Employee Insurance				
Dental	\$ -	\$ 832.00	\$ 832.00	0
Health	\$ -	\$ 7,040.00	\$ 7,040.00	0
Life	\$ -	\$ 134.00	\$ 134.00	0
Short Term	\$ -	\$ 250.00	\$ 250.00	0
Long Term	\$ -	\$ 122.00	\$ 122.00	0
	\$ -	\$ 8,378.00	\$ 8,378.00	0
Program & Other Supplies				
Clothing	\$ -	\$ 500.00	\$ 500.00	0
Computer Supplies	\$ -	\$ 2,000.00	\$ 2,000.00	0
Meeting Supplies	\$ -	\$ 500.00	\$ 500.00	0
Maintenance Repairs & Supplies	\$ -	\$ 3,000.00	\$ 3,000.00	0
Office Supplies	\$ -	\$ 1,500.00	\$ 1,500.00	0
Software	\$ -	\$ 1,900.00	\$ 1,900.00	0
Food	\$ -	\$ 200.00	\$ 200.00	0
Supplies-Non Categorized	\$ -	\$ 4,340.00	\$ 4,340.00	0
	\$ -	\$ 13,940.00	\$ 13,940.00	0
Utilities				
Sewer	\$ -	\$ 250.00	\$ 250.00	0
Electric	\$ -	\$ 2,000.00	\$ 2,000.00	0
Gas	\$ -	\$ -	\$ -	0
Water	\$ -	\$ 350.00	\$ 350.00	0
Data Access-Internet	\$ -	\$ 1,500.00	\$ 1,500.00	0
Cell Phone Reimbursement	\$ -	\$ 720.00	\$ 720.00	0
	\$ -	\$ 4,820.00	\$ 4,820.00	0
Outside Services				
Financial Services	\$ -	\$ 1,000.00	\$ 1,000.00	0
Legal Services	\$ -	\$ 500.00	\$ 500.00	0
Services Non-Categorized	\$ -	\$ 18,000.00	\$ 18,000.00	0
Contractual Services	\$ 150.15	\$ 3,456.00	\$ 3,305.85	4.34E-02
	\$ 150.15	\$ 22,956.00	\$ 22,805.85	6.54E-03
Training & Travel				
Schools & Seminars	\$ -	\$ 500.00	\$ 500.00	0
	\$ -	\$ 500.00	\$ 500.00	0
Marketing & Communication				
Advertising	\$ 56,019.26	\$ 93,000.00	\$ 36,980.74	6.02E-01
Postage	\$ -	\$ 500.00	\$ 500.00	0
Printing & Binding	\$ -	\$ 5,500.00	\$ 5,500.00	0
Communication-Non-Categorized	\$ -	\$ 1,000.00	\$ 1,000.00	0
	\$ 56,019.26	\$ 100,000.00	\$ 43,980.74	0.5601926
LEASE (407A East Russell Ave, ST. 2)	\$ 1,115.00	\$ 16,000.00	\$ 14,885.00	0.0696875
Community Agreements	\$ -	\$ 10,000.00	\$ 10,000.00	0

*Cleaning Services & Printer/Copier Agreement

**Revised Budget-approved Aug 13.

Program & Other Supplies	Expenditures Commodities: Clothing, Computer, Meeting, Office, Software, Food, Supplies Non-Categorized
Utilities	Cell-Phone/Telephone
Outside Service	Financial Services/Legal Services
Insurance	
Training & Travel	Travel Meals, Mileage, Travel-Rooms, Schools & Seminars
Dues & Membership	
Marketing & Communication	Advertising, Printing & Binding, Postage, Shows & Expos, C
Other	Employment/Services-Non-Categorized
Grant Program	

WCVB and City of Warrensburg

Contract for Services 2020-2021

The 2020-2021 contract between the WCVB and City of Warrensburg is included in the meeting packet. The contract is renewed annually. The City Council approved the contract at the Monday, October 26, 2020 Council meeting with no revisions.

No revisions are requested by staff. It is crucial the Board understand the role the City has played in the current WCVB's financial set up. The fund balance would not be what it is without the City's support by providing a location and utilities for the Visitor Center at NO COST for the organization's first four years. The City Council and City Administration/Staff have been beyond accommodating with each project the WCVB has approached during my time with the WCVB.

Staff recommends the WCVB Board approve the WCVB president and secretary to sign the contract for services with the City of Warrensburg on behalf of the WCVB.

CONTRACT FOR PROVISION OF VISITOR AND TOURISM SERVICES BETWEEN THE
WARRENSBURG CONVENTION AND VISITORS BUREAU. INC. AND THE CITY OF
WARRENSBURG. MISSOURI

This agreement is made and entered into as of _____, 2020 by and between the City of Warrensburg, Missouri (the "City"), and the Warrensburg Convention and Visitors Bureau, Inc. (the "Bureau").

WHEREAS, the voters of the citizens of the City of Warrensburg have authorized the City to implement a 5 percent Lodging Tax; and,

WHEREAS, the Lodging Tax shall be levied on each sleeping room occupied and rented by transient guests of Hotels and Motels and Bed and Breakfast businesses located in the City; and,

WHEREAS, proceeds from the Lodging Tax must be expended for the promotion of tourism, conventions, conferences, visitors and the tourist center through a contract with a not for profit; and,

WHEREAS, the City and the Bureau wish to actively advance and promote Warrensburg as a destination place for visitors; and,

WHEREAS, the City and the Bureau desire an increase in visitors, conferences, conventions and will work together to support those efforts; and,

WHEREAS, the City and the Bureau desire to enter into a mutual agreement in which the City shall be responsible for collecting the Lodging Tax and the Bureau shall be responsible for expending said funds through active promotion of the City; and,

WHEREAS, the City and the Bureau have identified a variety of special interest tourism markets as an important expenditure of the Lodging Tax and the Bureau shall actively pursue such promotion; and,

WHEREAS, this agreement is entered into to set forth the respective duties and obligations of each party, as it relates to tourism purposes, for the period commencing October 1, 2020 and ending September 30, 2021; and,

WHEREAS, the expenditure of public funds must be in furtherance of a public purpose or benefit; and,

WHEREAS, the Bureau is willing to enter into an Agreement to provide certain public services and benefits to the City; and,

WHEREAS, this Agreement is entered into to set forth the respective duties and obligations of each party, and

NOW, THEREFORE, in consideration of the promise of payment of funds from the collection of the Lodging Tax and the Agreement to provide services to citizens of the City by, the Bureau the parties agree as follow:

1. **The Bureau** agrees during the contract period to participate with the City in the following manners:

- a. The Bureau agrees during the contract term to cooperate with the Warrensburg community, the City Council, the City Manager and City staff to advance tourism, and to actively promote and recruit new events, conventions, conferences, and visitors to Warrensburg, and to further develop a marketing and promotional strategy to increase visitors to Warrensburg;
- b. Prepare and submit to the City a monthly activity report on the activities of the Bureau by noon on Wednesday before the second Monday of each month, and at least once per month a representative of WCVB will appear for a City Council meeting to inform the Council of activities;
- c. The Bureau shall prepare and distribute to the City an annual report on or before May 15 that includes the status of accomplishments of the Bureau's goals;
- d. The Bureau agrees to complete Mission Statement, Goals, and Strategic Plan that will promote the City as a convention, meeting, conference, and tourist center through development of new opportunities, expanding existing events, and convention related activities;
- e. The Bureau agrees at all times during the contract term to be responsible for the expenditure of the funds in the tourism fund, and to the procurement and bidding policies of the City in the expenditure of such funds, and to submit its proposed annual budget to the City by May 15 each year;
- f. The Bureau agrees to collaborate with other community entities to develop and support tourism and convention activities and to identify a wide variety of facilities available to support these activities
- g. The Bureau agrees that the board of directors shall have full control of the budgeting and expenditure of all monies transferred from the City;
- h. The Bureau shall utilize the funds from the convention and tourism fund only for the purpose of promoting tourism, conventions and visitors for the City of Warrensburg;
- i. The Bureau agrees to maintain offices designated for that purpose, to include an active phone line and regular staffing for answering of calls;
- j. The Bureau shall prepare and submit a marketing plan to be updated annually, and report annually on activities in furtherance of the plan and modifications to the plan. The marketing plan will include a visually appealing website to be developed and maintained creating a positive presence of the Bureau and City, as well as a presence through evolving media outlets;
- k. The Bureau shall develop and report on private business partnerships in furtherance of statistical tracking, marketing and tourism incentive programs;

- g. To provide personnel to the Board to oversee the day to day operations of tourism and visitor promotion activities, as more fully set forth herein;
- h. To provide financial and accounting services to the Bureau for the collection and distribution of the lodging tax under the direction of the Bureau;
- i. To provide in-kind staff support as needed for advancement of tourism activities, and as is agreed upon annually in the budget of the Bureau.

4. The City agrees to provide to the Bureau a full time staff person to oversee the operations of the Bureau. The City and Bureau shall jointly develop a job description for this position.

- a. Such person shall be employed by the City but shall render service under the directives and policies of the Bureau. The City shall supervise the employee to assure that the directives of the Bureau are being met
- b. This person shall be subject to all of the personnel policies of the City and shall be provided all compensation, insurance coverage, and benefits by the City.
- c. The City shall be authorized to withhold such portion of the lodging tax as is necessary to reimburse the City for all costs of this position.
- d. The employee shall be hired and fired by the City, in consultation with the Bureau. Bureau representatives and Council representatives shall participate in the screening process for applicants.
- e. This employee shall function as a director level administrative employee, and shall qualify as an exempt employee under the provisions of the FLSA.
- f. The Bureau will periodically, but at least annually, provide feedback to the City on the performance of this employee, and may request that the employee be replaced if failing to adequately perform the tasks and functions assigned by the Bureau.

5. The Bureau agrees to save and hold harmless the City from any and all liability or damages, including legal fees and court costs, which may arise out of the Bureau's performance of the Agreement.

6. Both the City and the Bureau agree to maintain the confidentiality of prospects and project activity under the direction of the City and the Bureau until such time as the prospect/projects deem appropriate.

7. The City may terminate the Bureau's services under this Agreement at any time during the term of the Contract by giving notice of its intention to do so, in writing, thirty days in advance. After delivering this notice, no further disbursements of collected lodging taxes will be made by the City to the Bureau.

8. Any notice required by this Agreement shall be effective upon mailing, postage prepaid, using the following information:

Bureau: c/o Director of Tourism
407A East Russell Ave, Ste.2
Warrensburg, MO 64093

City: City Manager
City of Warrensburg 102 South Holden
Warrensburg, Missouri 64093

9. Within thirty days upon submittal of the annual report as referenced in 1 C. above, the services provided hereunder shall be submitted to the City Council for review and comment. After receipt of these reports, the City and Bureau may, at their discretion, review and comment on each organization's performance throughout the year.

10. Upon receipt of the Bureau's annual report, the City and the Bureau may renew this contract on an annual basis.

IN WITNESS WHEREOF, the undersigned have placed their signatures as representatives of the parties hereto as of the day and year first above written.

CITY OF WARRENSBURG, MISSOURI

WARRENSBURG CONVENTION AND VISITORS BUREAU, INC.

Harold Stewart II, City Manager

WCVB, President

ATTEST:

ATTEST:

Cindy Gabel, City Clerk

_____, Secretary

WCVB Insurance Policy

Mike Keith Insurance has provided the annual insurance policy. The policy is effective Nov. 17, 2020-Nov. 17, 2021. The policy includes general liability, public officials/directors and officer's liability, property, and automobile coverage for a total premium of \$1,900. The policy is the exact same as the policy issued for the WCVB in 2015. It was amended in 2019 to insure the WCVB's new location at 407A East Russell Avenue, Ste. 2.

The policy includes the Terrorism Risk Insurance Act Coverage for a cost of \$2.00. This coverage was new on the 2017-2018 policy.

Staff recommends the board approve the insurance policy with Mike Keith Insurance including the terrorism coverage for \$1,900. The WCVB will need to do a formal RFP for the insurance policy for 2021-2022.

Mike Keith Insurance, Inc.

PO Box 388-103 W. Franklin

Clinton, MO 64735

Phone: 660-885-5581 Fax: 660-885-8278

Warrensburg Convention & Visitors Bureau
 407A E. Russell Ave., Ste. 2
 Warrensburg, MO 64093

MEMO BILL

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Account Number: OP		Date
WARRCON-02	MCKPA1	10/6/2020
Policy Information		
Policy Number		
CP/CA0861945		
Type	Effective	Expiration
CPKG	11/17/2020	11/17/2021
Amount Paid	Amount Due	Balance Due on
	\$1,900.00	11/17/2020

Item #	Due Date	Trans	Policy Type	Description	Amount
	11/17/2020	MEM	CPKG	2020/21 Package Renewal	\$1,898.00
	11/17/2020	MEM	CPKG	Optional Terrorism Coverage	\$2.00
				Invoice Balance:	\$1,900.00

Please return one copy of invoice with your payment. Thank you!

PREPARED FOR

**WARRENSBURG CONVENTION
& VISITORS BUREAU**

POLICY #CP/CA0861945 - 11/17/20-21

October 6, 2020

MIKE KEITH INSURANCE

*P.O. Box 388, Clinton, MO 64735
660-885-5581*

THROUGH
MISSOURI RURAL SERVICES CORP.
STAR INSURANCE COMPANY

Dedicated to Missouri Public Entities & Not-For-Profit Organizations'

Information contained in this proposal is descriptive only. This proposal contains highlights or typical features available in our policies. These features are subject to change based upon underwriting and may or may not be available or apply to your policy. The precise coverage afforded is subject to the terms and conditions of the policies issued.

October 6, 2020

General Liability – Occurrence Form

Named Insured: Warrensburg Convention & Visitors Bureau

Limits of Liability:

\$2,000,000 General Aggregate Limit (Other Than Products-Completed Operations)

\$2,000,000 Products-Completed Operations Aggregate Limit

\$1,000,000 Personal and Advertising Injury

\$1,000,000 Each Occurrence Limit

\$ 100,000 Fire Damage Limit - Any One Fire

\$ 5,000 Medical Expense Limit - Any One Person

- Premises and Operations
- Completed Operations and/or Products Liability, Water, Sewer, Electric and Gas Utility Operations
- Contractual Liability
- Personal and Advertising Injury
- Broad Form Property Damage
- Premises Medical Payment - \$5,000
- Host Liquor Liability
- Fire Legal Liability, Real Property - \$100,000
- Non-Owned Watercraft Liability
- Explosion, Collapse and Underground Property Damage
- Incidental Medical Malpractice
- Emergency Medical Services Malpractice
- Special Events
- Parks and Playgrounds
- Swimming Pools

October 6, 2020

Public Officials/Directors & Officers Liability

Named Insured: Warrensburg Convention & Visitors Bureau

Claims Made Form

Limits of Liability and Deductible:

\$1,000,000 Each Wrongful Act Limit

\$1,000,000 Aggregate Limit

\$ 1,000 Deductible

Prior Acts: 11/17/15

- Sexual Abuse or Molestation – Defense Costs Only
- Deductible Does NOT Apply to Defense Costs
- Issuance of Permits or License
- Passing/Enforcing Ordinances, Variances
- Injunctive Relief - \$10,000 Defense Only
- Criminal Action Defense - \$35,000 Defense Only
- Broad Definition of Insured

Employment Practices Liability

Claims Made Form

Limits of Liability and Deductible:

\$1,000,000 Each Wrongful Act Limit

\$1,000,000 Aggregate Limit

\$ 1,000 Deductible

Prior Acts: 11/17/15

- Defense Costs outside of limits
- Deductible does NOT apply to defense costs
- Hiring and Firing Practices
- Discrimination or Sexual Harassment
- Sexual Abuse or Molestation
- Civil Rights Violations
- Fellow Employee Suits
- Retaliatory Allegations
- Coercion Allegations

October 6, 2020

Automobile Coverage

Named Insured: Warrensburg Convention & Visitors Bureau

Number of Vehicles -

Limits of Liability and Deductible:

\$1,000,000 Bodily Injury/Property Damage Combined Single Limit
Hired & Non-Owned Auto

- Comprehensive Automobile Liability
- Hired and Non-Owned Liability
- Underinsured Motorist/Uninsured Motorist
- Medical Payments
- Comprehensive - Actual Cash Value - per Designated Schedule
- Collision - Actual Cash Value - per Designated Schedule

Commercial Auto Enhancement Endorsement:

- Injury to fellow employee resulting from the use of a covered auto
- Hired Auto Physical Damage \$50,000 limit
- Rental Reimbursement up to \$75 per day up to 30 days
- Towing expense up to \$2500
- Firefighter's Deductible Reimbursement up to \$300
- No deductible applies to glass breakage to commandeered autos
- Customized Auto Extension
- Coverage for Freezing (Fire Trucks Only)
- Deductible Waiver Endorsement

October 6, 2020

Property Coverage

Named Insured: Warrensburg Convention & Visitors Bureau

Special Form

80% Coinsurance

Replacement Cost

Actual Cash Value

Total Insured Value \$10,000 – Contents – 407A E. Russell Ave., Ste. 2

Deductible \$1,000

Earthquake with 10% Deductible (Included if checked)

- Buildings
- Personal Property
- Property Special Broadening Endorsement which includes at no charge:

1. Debris Removal	\$ 50,000
2. Pollutant Clean-up	\$ 25,000
3. Arson Reward	\$ 30,000
4. Newly Acquired or Constructed Property:	
- Buildings	\$ 1,000,000
- Personal Property	\$ 500,000
5. Property Off-Premises	\$100,000
6. Worldwide Property Off Premises	\$45,000
7. Salesperson Samples	\$ 25,000
8. Exhibitions	\$ 50,000
9. Property In Transit	\$50,000
10. Depositors Forgery	\$ 25,000
11. Employee Dishonesty Including Welfare and Pension Plan ERISA Compliance	\$ 50,000
12. Money and Securities	\$ 25,000
13. Foundations and Underground Pipes	\$ 250,000
14. Tenant Glass	\$ 10,000
15. Ordinance or Law Coverage	\$ 250,000
16. Newly Acquired Locations Increased Limits for Business Income and Extra Expense	\$ 250,000
17. Contractual Penalties	\$ 25,000
18. Dependent Properties	\$ 100,000
19. Utility Services	\$ 25,000
20. Transit Business Income and Extra Expense	\$ 100,000
21. Contingent Transit Business Income and Extra Expense	\$ 100,000
22. Change in Temperature, Electrical Injury, Utility Services and Contamination by Refrigerant	\$ 50,000
23. Water Damage, Other Liquids, Powder or Molten Material Damage	\$ 25,000
24. Underground Water Seepage	\$ 10,000

- \$250,000 Blanket Limit - applies to any or all of the following: Accounts Receivable, Claims Expenses, Fine Arts, Movement of Property, Personal Effects & Property of Others, Business Income & Extra Expense, Computer & Computerized Equipment, Fire Dept. Service Charges, Outdoor Property, Valuable Papers & Records/Cost of Research

- **Equipment Breakdown**

October 6, 2020

Premium Summary

Named Insured: Warrensburg Convention & Visitors Bureau

Policy No: CP0861945

Effective: 11/17/20

Agent: Mike Keith Insurance

General Liability	\$ 188
EMT/Ambulance Attendants/Professional Liability	\$
Law Enforcement Liability	\$
Employee Benefits Liability	\$
POL/D&O and Employment Practices Liability	\$1,533
Property	\$ 100
Inland Marine	\$
Automobile	\$ 52
Crime	\$
Total Premium	\$1,873
Participation Fee	\$ 25
Grand Total	\$1,898
Umbrella/Excess Liability (separate Policy & Premium)	\$

NOTE! Terrorism premium charge is not included in the above total – see attached disclosure.

THIS MUST BE SENT BACK TO US BEFORE POLICY CAN BE ISSUED!

____ Quote Accepted by Applicant/Insured

____ Quote Not Accepted by Applicant

Signature of Agent or Insured

RETURN THIS PORTION & TERRORISM DISCLOSURE ONLY TO MRSC!

**POLICYHOLDER DISCLOSURE
NOTICE TERRORISM INSURANCE COVERAGE
ELECTION - REJECTION**

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, you have a right to purchase insurance coverage for losses arising out of acts of terrorism, as defined in Section 102(1) of the Act: The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury in consultation with the Secretary of Homeland Security, and the Attorney General of the United States — to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property; or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT COVERAGE PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES THE PERCENTAGE SHOWN BELOW OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

1. Insured Losses would be partially reimbursed by the United States Government. If the aggregate industry Insured Losses exceed:
 - a. \$100,000,000, with respect to such Insured Losses occurring in calendar year 2015, the United States Government would pay 85% of our Insured Losses that exceed our Insurer Deductible.
 - b. \$120,000,000, with respect to such Insured Losses occurring in calendar year 2016, the United States Government would pay 84% of our Insured Losses that exceed our Insurer Deductible.
 - c. \$140,000,000, with respect to such Insured Losses occurring in calendar year 2017, the United States Government would pay 83% of our Insured Losses that exceed our Insurer Deductible.
 - d. \$160,000,000, with respect to such Insured Losses occurring in calendar year 2018, the United States Government would pay 82% of our Insured Losses that exceed our Insurer Deductible.
 - e. \$180,000,000, with respect to such Insured Losses occurring in calendar year 2019, the United States Government would pay 81% of our Insured Losses that exceed our Insurer Deductible.
 - f. \$200,000,000, with respect to such Insured Losses occurring in calendar year 2020, the United States Government would pay 80% of our Insured Losses that exceed our Insurer Deductible.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U. S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURER'S LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF

SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

Acceptance or Rejection of Terrorism Insurance Coverage

<input type="checkbox"/>	I hereby elect to purchase Terrorism coverage for a prospective premium of \$2.00
<input type="checkbox"/>	I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.

Policyholder/Applicant's Signature

STAR INSURANCE COMPANY
Insurance Company

Warrensburg Convention & Visitors
Bureau

Print Name

CP0861945
Policy Number

Date

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Policyholder/Applicant's Signature

Warrensburg Convention & Visitors
Bureau

Print Name

Date

STAR INSURANCE COMPANY
Insurance Company

CP0861945

Policy Number

Missouri Life Advertising Agreement

Missouri Life is offering 2021 first quarter special packages. The first package is at a discounted rate of 45 percent. The first package (Cost \$5,000) includes two full page ads, digital display ads and two digital sponsored content stories on the Missouri Life website.

The full-page ads would highlight UCM's 150 sesquicentennial celebration. The UCM 150 Celebration Committee has built out a calendar of events that has the potential to bring alumni along with current students' families to the community for overnight stays.

The WCVB ran two sponsored content stories through the Show Me Strong Grant (Buckeye Acres and McClure Archives and University Museum). The stories were very popular.

Staff recommends the board approve the tourism director to sign an agreement with Missouri Life for advertising for January-April 2021 not to exceed \$5,000.

MissouriLife

M A G A Z I N E

THE SPIRIT OF DISCOVERY

2021 First Quarter Special Packages

Package 1

Missouri Life: January/February, March /April issues full page ad
100,000 digital display ads
Two digital Sponsored Content stories on missourilife.com

Investment \$5,000
Value \$9,022

Package 2

Missouri Life: January/February, March /April issues half page ad
100,000 digital display ads
One digital Sponsored content story on missourilife.com
Banner ad in weekly newsletter - 3

Investment \$3,000
Value \$5,772

Package 3

Missouri Life: January/February, March /April issues quarter page ad
100,000 digital display ads
Banner ad in a weekly newsletter - 3

Investment \$1,500
Value \$3,446

WCVB Community Grant Program

Committee Report

Committee: Ginny McTighe, Kelly Brooks and Tom Koengisfeld

A packet was distributed to the committee with program information. The information included a summary of the program's history, purpose, survey results, and staff recommendations for 2021. Committee members reviewed the packet individually. Emails were sent with feedback on the packet's information. Kelly Brooks and staff meet to go over the packet.

Recap:

Since 2015, nearly \$30,000 has been distributed to organizers hosting events in the area.

The goal of the program is to assist nonprofits organizing events that promote the development and growth of overnight tourism in Warrensburg. The grant is made possible due to an allocation of the lodging tax. If heads are not put into beds, the funds will not be available.

A brief survey was distributed to past participants. Five past recipients completed the survey. One respondent misread the survey layout, so instead of selecting 5's (positive) they chose 1's (negative). Their original answers remained in the results presented to the committee.

80% felt staff is responsive and knowledgeable

60% are highly satisfied with the grant program

40% felt grant info is easily found and understood on the website

40% felt the grant application and reimbursement process is straightforward

60% are likely to apply again

40% are neutral (event's future is in question)

Comments:

The process is easy to follow and user-friendly in the application process.

We would definitely apply for the grant in the future and look forward to working again with the WCVB.

We always have a great experience with your organization.

Being awarded this grant has allowed us to expand our advertising in attempts to reach those outside the Warrensburg area. Thank you for this opportunity.

Compared to other grants I write for similar dollar amounts, I feel the WCV grant is way more in-depth and labor intensive on both the application and reimbursement side.

Our experience has been outstanding in working with Marcy and the use of the grant fits well with our goals to bring participants to Warrensburg, many of which are alumni, and encouraging them to spend the weekend in Warrensburg.

2021 Program Notes

- Two different categories will be offered (Tourism Marketing and Sports)
- Budget: \$10,000
- Application period: January; optional June if budget allows
- Marketing plan will be executed by staff notifying past participants, event venues and community organizations
- Website content and minor layout revisions will be made by staff to assist with making information easily found and understood
- No revisions to the program's requirements

CONVENTION AND VISITORS BUREAU DIRECTOR'S REPORT

Marcy Bryant, Director of Tourism

November 9, 2020

Show Me Grant Update

The WCVB submitted a reimbursement request on Sept. 29, 2020 for payroll expenses March 1-Sept 30 in the amount of \$39,664. The reimbursement was received Thursday, October 30. It will be posted to the 2019-2020 budget.

The October reimbursement was submitted on Wednesday, Oct. 29 for \$10,962 for marketing and personnel expenses October 1-October 30.

The November reimbursement will be submitted for \$53,774 for marketing expenses.

The WCVB is allowed one reimbursement request per month through November 20.

Website

We continue to work with CivicPlus on the website redesign. The goal is to have the redesigned site live early spring 2021. The City has been gracious enough to allow me to attend meetings and participate in conversations regarding the sites overall design.

Rolling Piano Project

The pianos are still out! A flier with a list of all the participants and a map of locations was distributed to all locations available. A post was made on Facebook highlighting each piano and numerous were made bringing awareness to the project.

Participants:

Big Brothers Big Sisters of Johnson County (Dana Phelps)

City of Warrensburg Employees (Danielle Dulin, Jeanie McMurphy and Brett Penrose)

Early Childhood Opportunity Center (Liz Fatka)

Johnson County United Way (Scott Holmberg)

RISE Crafts & Curiosities (Melissa Truex and Vicki Coulter)

Warrensburg Chamber-Reese School Students (Suzanne Taylor)

Warrensburg Main Street (Jill Purvis and Jamie DeBacker)

Warrensburg Parks & Recreation-WPR Youth Program Participants (Danielle Fesler)

Warrensburg Visitor Center-Twisters Afterschool Program Participants

UCM 150 Celebration in 2021

The WCVB along with the Warrensburg Chamber and Warrensburg Main Street have been asked to participate on UCM's 150 committee. The three organizations are working together to host events 2021 in collaboration with UCM Alumni and Foundation and other departments/offices to show appreciation to UCM faculty, staff and students. The entire celebration's calendar will be made available in January 2021 if not sooner.

The WCVB is working with UCM's Office of Integrated and Marketing Communication to assist with the celebration's marketing efforts. The WCVB has scheduled a full-page ad in the January/February 2020 Missouri Life issue bringing awareness to the celebration. There will be additional advertising covered by the WCVB throughout 2021. There are numerous events in the works that will draw alumni and current UCM families to the community throughout the year.

WCVB 2021 Community Grant Program

The grant program committee met Thursday, November. 5. The 2020 grant program and the upcoming 2021 program were discussed. A recap will be provided to the entire board at the November WCVB Board meeting.

Face Mask Donation

As of the report date, four nonprofits have received face masks.

- Johnson County United Way-Youth Chalk Walk
- Warrensburg Animal Rescue-Garage Sale
- Johnson County Cancer Foundation-5K
- Warrensburg Main Street-Historic Walk

A donation request form is located on our website-VisitWarrensburg.com under the About Section. The press release has been featured in KSIS's website, Warrensburg Star Journal's website and Facebook page, and read on KOKO. A Facebook post has been made on the WCVB's page numerous times.

Social Media Policy/Guidelines

With the negativity the WCVB experienced with a Facebook ad through the Show Me Strong Grant, it brought to light the need for a social media policy. The WCVB falls under the Sunshine Law requirements. I have contacted 10+ fellow CVBs in the state to obtain their policies and/or guidelines. The City is in the process of updating their personnel policy manual. There may be updates made to the City's social media policy as well. As of now, the City's policy regulates employee's usage of the platforms.

I will work with City Administration and legal counsel to have a report for the WCVB Board at an upcoming Board Meeting.

WCVB Board Meeting

The November WCVB Board Meeting will be held via Zoom 10 a.m. Thursday, November 12. The agenda will be posted on the City's website under the agenda section. The board meetings for the remainder of 2020 will be held via Zoom.

Upcoming Meetings:

November-10 a.m. Thursday, Nov. 12

December- 10 a.m. Thursday, Dec. 10

Closure

The Warrensburg Visitor Center will be closed to the public the week of Thanksgiving, Nov. 23-27. The Center would normally be closed Thanksgiving and the Friday following.

Announcements will be placed on social media and signage will be on the Center's door.



Thank You

4 Marcy, You are the Best!

Blue skies, sunshine and good friends helped make this year's tournament a big success! Mules National as host, and once again the many sponsors that supported the golf holes, putting contest & team prizes, photo booth, breakfast & lunch treats and after play party helped to make a successful tournament. Together we raised over six thousand dollars that will be put towards programming, marketing, education and networking to benefit and work for nearly 500 Chamber members.

Thanks again for your support!

Jeanne Amanda Rhonda
Szene