

Manchester Tourism and Community Development Commission
March 2, 2017

Members Present

Ryan French
Joni McReynolds
Taylor Rayfield
Allison Dotson
Barbara Arp
Stephen Banks

Members absent

Others Present

John Mancini
Scott van Velsor

Ryan called the meeting to order at 5:30pm. A quorum was present.

Allison made a motion to approve the January 2016 minutes. Taylor seconded the motion. Motion was approved.

Chamber of Commerce Report - No Report.

Old Business

Mural update - Jaime Saine came to the meeting to explain codes. He said that as long as it does not contain a commercial advertisement, a mural can be painted. He recommends that we have someone professional paint it. Treasurer Island did give permission to paint the wall. A document needs to be drawn up for Treasurer Island to sign a protections contract (the do's and don'ts that would protect both parties). Ryan made a motion to design an RFP
Ryan wants a mural sub-committee to start up.

On the back of the Conference Center, where Starbucks is located is another location Tourism are looking at. Totalgraphics is another site that a mural can be painted. There will be a need for a bucket truck for the artist to paint the mural. Ryan made a motion that we design an RFP for the art mural concepts in Manchester. Joni seconded the motion. Motion passed.

John St John has come to the Tourism meeting to request a member from Tourism to be the Downtown Steering committee. Ryan volunteered to be on the committee.

Hotel Audit - The audit was completed. The question is, how will Tourism be reimbursed for the initial expense? The first \$21K was paid by Tourism for the Hotel Audit. The new budget did not have a line item to have the 2017-2018 for an audit. Money has been collected on it.

New Business

The Bill was approved in the last meeting to reimburse \$200 for the food at the retreat. Once we receive the bill, it will be paid.

Hospitality Round Table - Tourism needs to define the roles of the Hospitality Round Table with the Chamber. The purpose Hospitality Round Table is to create a communication bridge between Tourism and the Hospitality Industry. Taylor suggested we go to the Chamber of Commerce Board meetings. It is already in the MOU that the Chairman of Tourism is able to attend the Chamber Board meetings.

Ryan mentioned that he had been to several of the rest stops in TN and Manchester was not represented. Carthage has the old outdated trifold. Moving forward, per the MOU, the Chamber needs to be responsible on shipping the most recent brochures out. Ryan says we should embrace the things that bring people to the area (Jack Daniels, George Dickel, and Bonnaroo). Tourism marketing material needs to be consistent.

We need to photography to build the portfolio for the brochures. Anthony will be taking indoor photos at the rec center. Photos are needed and they will be left up to the photographer discretion.

We have Bonnaroo and the sports photos have been taken care. We need street shots, events, and nature shots. Stephen said we can use one photographer to take all the photos. We can also ask locals to submit pictures.

Ryan said we need 3 different photo RFPs for:

1. Outdoor
2. Events
3. Life styles and destination

Scott has a draft of a RFP that we can use. Tell where and what to shoot, but not how to shoot. RFP will go out through Facebook, and send it out to people that people know. Make sure the Exchange is aware. The budget for the RFP is \$500. Tourism will ask Chamber to get it out. Sports and Bonnaroo focus have been taken care of. We need pictures of kids, (with parental approval), swimming pool, street, landscapes, West Main Brick Oven. Stephen suggested we ask the community to submit photos. Joni suggested asking the Coffee County High School Students or Motlow students that are in a photography class to submit pictures.

Ryan showed pictures of banners that he had taken in Mt. Juliet. Barbara will call the Mt. Juliet chamber and ask them about the flags. Ryan will send his picture to the chamber for reference.

Ryan wants 911 quotes for the Greenway for call buttons. This would promote safety. The call buttons also takes pictures,

Discussion was held on the purchasing Navy plastic bags with the team Manchester logo. The logo would go on the bag in white, qty 5000 (look at next price break). Ryan made a motion to purchase the bags at 5000 if there is a price break. Stephen seconded. Motion carried. Blue bag with white writing.

Taylor emailed Andy the Play Coffee County to Play TN.

Basketball tournaments will start next weekend.

Discussion was on comp facilities fees. Stephen made a motion to pay the facilities use fees for the upcoming basketball tournaments. Joni seconded. Discussion was held on the tournament. We need to work on a policy with the Directors for the

use of the facility fee. Stephen rescinded his motion and the body decided to vote on each of the tournaments separately. A special request form from the Tourism Commission requesting funding (anyone asking for money) will have to be created.

Taylor made a motion to approve the funding request of the Chris Hooper BB tournament (provided the proof of insurance form and the special request form are turned in) and the funding will come from the local activity support budget line. Joni seconded. Taylor, Barbara, Stephen and Joni voted yes, Ryan French abstained. Motion carried.

Barbara made a motion to approve the funding request of the Eddie Helton BB tournament (provided the proof of insurance form and the special request form are turned in) and the funding will come from the local activity support budget line. Stephen seconded. Taylor, Barbara, Stephen and Joni voted yes, Ryan French abstained. Motion carried.

A line item for funding request outside the commission will be put into next year's budget.

Meeting adjourned 8:20pm.