

# Huntsville Municipal Accommodation Tax Association

## MINUTES

Meeting held on **Tuesday February 25, 2020 @ 12NOON**  
3 Guys and a Stove

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**Present:** Jesse Hamilton, Jeff Suddaby, Scott Doughty, Matthew Phillips, Kaushal Gandhi, Karin Terziano and Christine Kropp

**Staff:** Kelly Haywood, Barbara Bloomfield, Bill Farnsworth, Kirsten Maxwell

**Guests:** Morgan Richter, Chirag Patel

### 1. Welcome

Approve Agenda as presented

**Be it resolved that the agenda be accepted as presented**

**Moved by:** Scott Doughty

**Seconded by:** Matthew Phillips

**CARRIED**

### 2. Declaration of Conflict of Interest

No conflicts were brought forward.

### 3. Approval of Minutes

**Be it resolved that the minutes from the February 14<sup>th</sup>, 2020 meeting be accepted as presented.**

**Moved by:** Christine Kropp

**Seconded by:** Jeff Suddaby

**CARRIED**

### 4. Conflict of Interest Discussion

- With the Chamber as Administrator, this Board has the ability to discuss conflict on any future RFP bidding - Discussion regarding optics
  - Chamber does not already participate in the partnership funding.
- Procurement policy would eliminate any perceived conflict
  - Draft policy to be developed by staff
- Chamber Board of Directors discussed and decided not to pursue future RFP's should HMATA present them.

### 5. ORHMA Financial Report Update

- Scott Ovell has reached out to ORHMA but has not received a response.
- Jesse Hamilton had a brief discussion with Sanju who did not think this would be an issue, but needed the request to come from the Town of Huntsville.
- Goal is to have this for next meeting.
- Discussion regarding RTO payable

## 6. Partnership Program Application Approval

- Application has been reviewed with Legal counsel, looking to have it motioned here so that partnerships can move forward.

Motion: Be it resolved that the Partnership Program Application be approved with the addition of direct expenses be pre-identified.

**Moved by:** Jeff Suddaby

**Seconded by:** Scott Doughty

**CARRIED**

## 7. Partnership Program Application Updates

### (a) OFSAA

- See attached letter and budget from John Cowan

**Motion: To award the revised OFSSA budget total, based on receipts submitted and partnership agreement signed.**

**Moved by:** Jeff Suddaby

**Seconded by:** Christine Kropp

## 8. Partnership Program Intake Dates

Proposed dates moving forward:

Spring Intake

- Deadline for applications May 1<sup>st</sup>
- Announcement June 1<sup>st</sup>
- Project date – after November 1<sup>st</sup>

Fall Intake

- Deadline for applications November 1<sup>st</sup>
- Announcement December 1<sup>st</sup>
- Project date – after May 1<sup>st</sup>

Next meeting finalize intake dates and criteria for scoring.

## 9. Short-term Accommodation Update – Kirsten Maxwell

- Technically starts next week, will be pushed back a bit as hired employee needs to be replaced in her department.
- The Town has commitment from Airbnb, we are on the list of municipalities wanting this tax added to the platform

## 10. New Business

- Snowmobile event at Hidden Valley Highlands Ski Area is a go for this April, first weekend.
- Huntsville/Lake of Bays Chamber of Commerce will be supporting them with Marketing assistance and equipment rentals.

## 11. Adjournment

Be it resolved that this meeting adjourned at 1:23pm.

Moved by: Christine Kropp

Next Meeting: Tuesday March 24<sup>th</sup>, 2020 – 2pm Location TBD.