



Meeting Minutes

Lodging Tax Advisory Committee

City Hall
601 4th Avenue E
Olympia, WA 98501

Contact: Kellie Purce
Braseth
360.753.8361

Monday, July 11, 2016

2:00 PM

Room 224

1. CALL TO ORDER

Chair Hankins called the meeting to order at 2:09 p.m.

1.A ROLL CALL

Present: 5 - Chair Julie Hankins, Committee member Russell Carstensen, Committee member Jack Kiley, Committee member Nathan Allan and Committee member Greg Taylor

2. APPROVAL OF AGENDA

The agenda was approved.

3. APPROVAL OF MINUTES

- 3.A** [15-0999](#) Approval of October 5, 2015 Lodging Tax Advisory Committee Meeting Minutes

The minutes were approved.

- 3.B** [15-1021](#) Approval of October 19, 2015 Lodging Tax Advisory Committee Meeting Minutes

The minutes were approved.

4. PUBLIC COMMENT - None

5. ANNOUNCEMENTS - None

6. BUSINESS ITEMS

- 6.A** [16-0818](#) 2017 Lodging Tax Proposal Process

The Committee began by reviewing the Joint Legislative Audit and Review Committee (JLARC) Lodging Tax Report for 2015. The Committee discussed asking the Visitor and Convention Bureau to share the STAR (Smith Travel Accommodation Report) report with the Committee.

Committee members reviewed the 2016 application packet and wanted to better

define two questions for the 2017 application:

1. On Supplemental Question #2, page 2 (which is the 2017 Tourism-Impact Estimate and 2016 Annual Report) the following was added: "The "actual" figures should be based on locally documented data and should not be estimates themselves."
2. On Supplemental Question #12, page 3 (which reads: What will you cut from your proposal or do differently if full funding for your request is not available or recommended?) the following was added: "NOTE: Please be as thorough as possible with your answer. In balancing the number of requests with limited funds available, the Lodging Tax Advisory Committee relies on this information for decision making."

Committee members agreed to the following application dates:

Applications open: Monday, August 15, 2016

Applications close: Wednesday, September 21, 2016

Committee meeting to review applications: Friday, October 3, 2016 3:00 p.m.,
Olympia City Hall

The decision was approved.

7. REPORTS - None

8. ADJOURNMENT

Chair Hankins adjourned the meeting at 3:02 p.m.