

VISITOR READINESS TASKFORCE COMMITTEE MINUTES
December 1, 2008, 10am, City Hall

1. Meeting was chaired by Larry Wilcox. Budget update was provided to Committee members.
2. RFP Logo has gone out to bidders. A meeting was set for December 12th for portfolio viewing and selection of logo designer. And, a meeting was set December 22d to meet with logo designer. The logo Contract is at City Attorney's – to be signed by designer.
3. The content and visuals for the brochure are developed; however need the new logo. Goal is for brochure to be done by middle of March – request was made to have it ready by Shamrock Walk or Civic Center Dedication, whichever is first. Events calendar needs to be added.
4. RFP for Events Photographer going out with intent to have individual selected and contract signed for individual to be on board by March 1, 2009. Several items were mentioned that photographer needs to shoot.
5. Meeting with DBA was briefed as to DBA's vision and plans. There is a variance between members as to keep DBA as is with only DuPont "brick and mortar businesses" or to expand into a Chamber of Commerce as was original intent. Larger businesses in town need to be added such as 1st Industrial. Also should have business packets made up for new businesses to review when considering DuPont.
6. The original Resolution for the establishment of the VRTF was for a one-year period (February 12, 2009). Discussion revolved around whether the VRTF should remain in its current form, be disbanded entirely, or evolve into a different type of structure. The Committee would like the concept to continue but no clear definition of a new type of structure for the Committee.
7. VRC to check with State on website grant application.
8. Glacier has agreed to provide graphic design and printing on Historic Town trail map so now we're waiting on center map and verbiage update. Map should be completed shortly.
9. Boilerplate information for the City is being updated and completed. Information will need to be reduced to go into DBA Directory.