

**CONVERSE COUNTY TOURISM PROMOTION BOARD
REGULAR MEETING**

Board members: Jane Garber (6/2026, At Large - Chair
Carl Kosters (6/2024, County) – Vice Chair
Robin Cross (6/2024, Douglas) - Treasurer
Vacant (County)
Vacant (County)
Zach Martinez (6/2024, Douglas)
Vacant (6/2026, Glenrock)
Candace Benedetta (11/2025, Glenrock) Acting Secretary
J.D. Cox (6/2026, Douglas)

Date: May 21, 2024

Attendance Sheet:

Board Members

Jane Garber
Robin Cross
Zach Martinez
Candy Benedetta
Carl Kosters
Excused Absence: J.D. Cox- (attended tour)

Guests

Courtny Conkle, State Fair
Kota Provence, State Fair
Jarred Robles, State Fair
Cathy Jones, RR Museum
Jennifer Goodwin, Main Street Douglas
Jenn Rasmussen, RR Museum

The Meeting began with a tour of the children’s area of the Pioneer Museum

Call to order: Jane Garber called the meeting to order @ 5:20 p.m. and noted that a quorum was present.

Location: Ruthe James Building

General:

Karissa Goosen resigned from the Board.

Grants: The Enterprise grant request is tabled to next month. Douglas Main Street grant request tabled until FY 25 budget is approved.

Fair Manager Report:

- Courtny Conkle stated that the first of the volunteer clean up days was a success – approx. 20 volunteers. Continuing to work on Wyoming WORTH – Economic Impact Study. Fair 120th birthday next year. Starting July 1 – Financial Management will be done in-house. Kota Provence reported on Marketing Plan, Media, Posters etc. Jarred Robles working on obtaining sponsors.

Sagebrush Marketing Report:

- Jen Womack attended the International Round-up in Casper representing Converse County. International travelers are interested in outdoor activities, rodeos, history, and State Fair while visiting Wyoming.

Previous Month’s Minutes: Minutes from April 2024 presented.

Motion: Robin Cross Seconded: Carl Kosters Motion: Carried

Financial Report: Invoices paid in the amount of \$115,847.17.

Motion: Carl Kosters Seconded: Candace Benedetta Motion: Carried

Budget: There was a discussion of the projects and classification for the proposed FY25 budget, and a discussion of the projected funding anticipated for FY25 and how to budget if funding is not as projected. A motion was made to approve the proposed budget plan.

Motion: Candace Benedetta Seconded: Zach Martinez Motion: Carried

Grants: There was a discussion of having annual grant applications submitted on a 6-month rotation. Applications should be submitted approx. 6 months prior to event – can submit in batches.

Old Business:

- Executive Director Position – Will advertise in the Glenrock and Douglas newspapers as a display to attract potential candidates. A Motion was made to approve advertising the job in papers.

Motion: Robin Cross Seconded: Carl Kusters Motion: Carried

New Business:

- Hiring Committee for Executive Director Position will be Jane Garber, Candace Benedetta, and J.D Cox. Motion to approve hiring committee:

Motion: Carl Kusters Seconded: Robin Cross Motion: Carried

- Interim Treasurer – Since Robin Cross, current Treasurer, will be leaving the Board June 30, we need to train an interim treasurer. A motion was made to appoint Candace Benedetta to interim treasurer in-training and allow access to QuickBooks for training purposes.

Motion: Carl Kusters Seconded: Zach Martinez Motion: Carried

- Packet with Board information for new Board Members for July 1. Jane Garber and Candace Benedetta will prepare a packet by the June meeting.

Reports:

- Main Street Douglas- First Responders Event July 4. Grant Request approved in April – need to revise grant request as event has changed.
- Elevate Glenrock – Deer Creek Schedule released – jam packed with activities
- Glenrock Main Steet – Historical signs wrapping up – new mural in Town Square

Public Comments: None

Adjournment: There being no further business, the meeting was adjourned @ 7:00 pm.

Next Meeting:

- June 18 at 5pm at Glenrock Town Square.

Submitted to file by: Candace Benedetta, acting Secretary.