

**Town of Provincetown  
Visitor Services Board  
Judge Welsh Hearing Room  
Meeting Minutes  
Tuesday, February 10, 2004**

Chair Steve Melamed opened the meeting at 11:00AM noting the following attendees:

**Present: Steve Melamed, Chairman; Barbara Rushmore, Vice Chairman; Lynne Davies; Michael Van Belle; Pasquale Natale; Mick Rudd**

Minutes were reviewed. **Motion: by Barbara Rushmore, seconded by Pasquale Natale that the Board wait until the revised minutes from the meeting on February 3rd appear before them at their next meeting before voting to accept. 6-0.**

**PREPARATION FOR MEETING WITH BOARD OF SELECTMEN**

**ADGENDA**

- **Thank the Board of Selectmen for giving the Visitor Services Board a vote of confidence.**
- **Thank BOS for voting to pay back the VSB three payments of \$81,148.**
- **Request for an adjustment regarding how VSB handles municipal budget policy regarding payment.**
- **Present BOS the suggested format regarding municipal grant requests for applicants such as the Pier Corp.**
- **Basically, discuss funding policy guidelines for money that hasn't been spent that was budgeted and possible adjustment of that policy.**

Proposal to BOS:

Recommend that the VSB be able to implement a policy that states for example that when we budget \$50,000-shuttle and we spend \$18,000 then that \$32,000 stays in VSB municipal areas and we are allowed to request a grant for that. VSB should be allowed to reutilize the difference between the audited bill and the amount put in the budget instead of that difference going into the General Fund. We would like to start a procedure.

VSB has a 23% number used for municipal projects and 2.5% or \$10,250 which is the approximate number used for beautification averaged over the last three years.

Breakdown regarding 45% coming to VSB regarding room service tax revenue:

- A. Municipal & Beautification
- B. Marketing
- C. Grant funds (which we give as promotional funds)
- D. Administration funds (staff)

We are allowed to adjust percentages as necessary and have kept them in balance at a range of 23-26% overall of what the gross dollars are.

Other points discussed:

VSB review of projects

BOS might have questions regarding VSB handling of Municipal Fund

Excellent track record of fairness of VSB

Review grant procedures and policies around promotional grant funding

Interaction with grant applicants regarding notification

Arts Doom Tour application was reviewed since it was resubmitted to the board on February 10th with budget attached. The motion to table the application until June meeting had been already made at February 3rd meeting.

**OTHER BUSINESS**

Next meeting will be with BOS on February 23, 2004 at 6:00 PM in the Judge Welsh Hearing Room.

Motion to adjourn by Steve Melamed at 1:00 PM.

Minutes transcribed by Susan Virgilio.