

Town of Provincetown  
Visitor Services Board  
Judge Welsh Hearing Room  
Meeting Minutes  
Monday November 29, 2004

**Present:** Steve Melamed, Chairman; Peter Bez; Lynn Davies; Ellen Freeman; Mick Rudd and Barbara Rushmore

The VSB met with the Board of Selectmen to follow up on issues addressed last Monday.

The Board of Selectmen voted to rescind the policy directive dated September 13, 2004 regarding the financial procedures for the Tourism Fund.

The Board of Selectmen approved the following policy statement relative to the Tourism Fund financial procedures:

“All tourism budget commitments, with the exception of payroll and related costs, require a vote of approval by the Visitor Services Board. The VSB may delegate authorization to the Tourism Director for individual expenditures under \$400 from the Coordination and Support budget allocations. All vouchers will include the Tourism Director’s signature and must be accompanied by an Authorization Form signed by the Chair of the VSB or the chair’s designee following a vote of the majority of the VSB,

All grant awards will require approval by both the VSB and BOS.

All commitments must be compliant with procurement laws and regulations and may require approval by the Board of Selectmen.”

Minutes submitted by: **Bill Schneider, Tourism Office Assistant**

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**Stephen Melamed, Chairman**

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**Date**