

**WORK SESSION MEETING OF THE LODGERS' TAX BOARD  
TUESDAY, SEPTEMBER 8, 2015 AT 4:30 P.M.  
CITY COMMISSION CHAMBERS, 214 SOUTH LOVE STREET**

**PRESENT:** Chairman Kallie Windsor and Members Robbie Roberts

**NOT PRESENT:** Members Shannon Pettigrew, Lisa Spears, and Art Sanchez

**ALSO PRESENT:** City Manager James Williams and Administrative Assistant Anna Juarez

**CALL TO ORDER:** The meeting was called to order by Chairman Windsor at 4:40 p.m.

**NON ACTION ITEMS: BUDGET BOARD WORK SESSION:** Member Roberts suggested allowing event holders request a minimum amount to sustain or impact the lodging tax fund. City Manager Williams suggested to Members to take into account if event is sustainable. How many times event should be allowed to ask for funds? Should the amount decrease over time? Chairman Windsor suggested creating an event list for all community activities for the month in the local newspaper and use advertising funds to reach outside communities. City Manager Williams suggested event holders to fill out event evaluation form after each event prior to receiving funds allocated towards their event. Members discussed for Chamber to continue automatic \$3000.00 per quarter while they develop a website for the public; the Chamber would list community activities, having an agreement in place with businesses to meet deadline or timeline in placing request for website advertising. Members discussed placing a cap on amount allocated to event holders and break it down with the point system. Chairman Windsor stated to remind event holders to acknowledge City of Lovington Lodgers Tax for advertisement funds. Members discussed potential members, due to Shannon Pettigrew resigning from the board.

Members discussed changes to questionnaire as follows:

- Question B. add #2. How do you intend to count attendance and evaluate attendance in this program or event?
- Question C. 25 points, rephrase #1. Does this provide a new program or event for the community?
- Part V. add - Reimbursement will not be provided until evaluations are received and approved by the City.

**PUBLIC COMMENT:** None

**OTHER:** None

**ADJOURNMENT:**

There being no further business, meeting adjourned at 5:40 p.m.

**APPROVED:** \_\_\_\_\_

**CHAIRMAN, KALLIE WINDSOR**

**ATTEST:** \_\_\_\_\_

**MEMBER, ROBBIE ROBERTS**