

## **Local Option Tax Commission Meeting Minutes**

**Monday, December 1, 2014; 5:30pm; Sacajawea Center**

Call to Order - 5:38 pm

Members present: Robin Watkins, Mary Cerise, Lin Gray, Jim Bockleman, Craig McCallum, Julie Barbarick, Cathy Cranney, Barbara Soper

No Additions or corrections to agenda

Approval September 30, 2014 Minutes

Budget Review – to quote Robin Watkins “banner year!”

### **New Business:**

Introduction of new LOT Commission members Cathy Cranney and Julie Barbarick – welcome and distributed LOT manuals.

Discussion of end of term for Craig McCallum effective January 1, 2015 – Craig would like to stay on the LOT Commission for another term, LOT Commission will make the request to the Mayor and City Council.

Distribution of New Policy/Procedure Manual – updated documents were discussed and handed out to all members.

Mary Cerise shared power point presentation that will be used for the January 13, 2015 training seminar. The presentation helps explain the changes to funding program and LOT Commission hopes to have a lot of attendance.

Discussion of marketing strategy for LOT training in January: Jim Bockleman to develop phone contact list and distribute to LOT Commission members, Mary Cerise to develop flyers, post cards, newspaper and radio ads for program. Lin Gray to include social media marketing. Beverages and snacks will be provided at the January 13, 2015 program (5:30 at the Sacajawea Center).

### **Unfinished Business:**

LOT Processes and Applications on the City Website – all forms have been updated and added to the City of Salmon website. Some items had typos, those were discussed and changes will be made accordingly.

Lin Gray suggested development of a Frequently Asked Questions document to be added to the website. She will create this document.

Adjournment: 7:15 pm