



**Minutes of the Sponsorship Review Committee Meeting held May 6, 2009, 8:30 am,  
Convention and Visitors Bureau Office, 51, W. 3<sup>rd</sup> Street, Tempe, Arizona 85281**

## **Minutes Sponsorship Review Committee Meeting May 6, 2009**

**Member Staff Present:** Travis Dray (COT), Stephanie Nowack (CVB), Kathi Overkamp (US Airways), Shelley Hearn (COT), Jodie Garth (COT).

Meeting was called to order at 8:40am

1) Approval of March 24, 2009 minutes

- (a) The minutes were approved as written

2) Application revision approval

- (a) Formatting and minor changes made to the application, cover letter and agreement were reviewed and approved.

3) Time-line and distribution dates of information to potential applicants

- (a) Application and process guidelines will be distributed to potential applicants on May 8 via email when possible, then US mail.
- (b) Application deadline date for submitting proposals is May 29.
- (c) Committee Members will receive all submitted applications by June 8 for their review.
- (d) The review of applications and recommendation of funds distribution will be at the next committee meeting.

4) Consideration of remaining funds in account

- (a) After the remaining events collect their monies, there will be a balance of \$26,947 left in the account at the end of the fiscal year. There were four events that were cancelled and 2 events that didn't use all of the allotted funds due to low room nights. Software was purchased and 2 events received more than the original allotment, through previous approvals.

5) Future meeting schedule/process

- (a) The next meeting is tentatively scheduled for June 17.

Meeting adjourned at 9:30 am.

The Committee's next meeting is June 17, 2009 at 9:00am.

Prepared by: Jodie Garth

Reviewed by: Travis Dray

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Travis Dray  
City of Tempe  
Deputy Manager