



**CITY OF PROSPECT HEIGHTS
Tourism Board Meeting
June 7th, 2013 -09:00 a.m.
Hilton Chicago Northbrook
2855 Milwaukee Ave
Northbrook, IL 60062
Meeting Minutes**

Call to Order

Ann Marrin Called the meeting to order at 09:08 a.m.

Roll Call

Present: Mayor Nicholas J Helmer, Board Member, Holly Allgauer, Board Member, Hilton Northbrook; Sean Patel, Board Member, Comfort Inn & Suites; Anne Marrin, Board Member, City of Prospect Heights; Andrew Helal, Board Member, Crown Plaza;

Also Present: Ross Zwerling, Super 8, Stephanie Hannon, Finance Director, City of Prospect Heights. Steven L Cutaia, Assistant Director of Building and Zoning, David Dziedzic, Players Pub & Grill. Scott Stuart Channerl Point Hospitality, Regional Manager.

Approval of Minutes

A motion was made to approve Submitted Grant application by Crown Plaza, July 1st 2012-April 30 2013 in the amount of \$12434.15, Sherwood Inn, July 1st to April 1 2013 in the amount of \$2500.00. Comfort Inn & Suites, July 1st to April 30 2013 in the amount of \$1354.47. Ann marin made motion to approve and seconded by Holly Allgauer, Board Member. Roll Called by "I", Sean Patel Board Member, Anne Marrin, Board Member, City of Prospect Heights; Mayor Nicholas J Helmer, Board Member; Holly Allgauer, Board Member, Hilton Northbrook, Heights; Andrew Helal, Board Member, Crown Plaza Approved

New Business:

City of Prospect Heights
Tourism District
May 1, 2013 - April 30, 2014

Revenues

Hotel Taxes	\$ 700,000
Interest Income	770
Total Income	<u>\$ 700,770</u>

Expenses

Memberships	\$ 84,525
Audit	1,470
Service Charges	47,600
Administrative Expenses	10,600
Total Expenses	<u>\$ 144,195</u>

Net Available	<u><u>\$ 556,575</u></u>
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Allocation per Ordinance

Hotels - 42.5%	\$ 236,544
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Allocation of Reserve

Grants - Hotels	\$ 166,961
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Total Hotel Grant Amount	<u><u>\$ 403,505</u></u>
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Allocation to Hotels

	<u>Amount</u>	<u>%</u>
Hilton	\$ 175,330	43.45%
Crowne Plaza	165,760	41.08%
Comfort Suites	28,750	7.13%
Executive Plaza	6,950	1.72%
Super 8	24,760	6.14%
Sherwood Inn	1,920	0.48%
Total	<u><u>\$ 403,470</u></u>	100.00%

Presented Grant allocations, will be paid out in the year May, 1 2013-April 30, 2014. Ann marin made motion to approve and seconded by Holly Allgauer, Board Member. Roll Called by "I",Sean Patel Board Member, Anne Marrin, Board Member, City of Prospect Heights; Mayor Nicholas J Helmer, Board Member; Holly Allgauer, Board Member, Hilton Northbrook, Heights; Andrew Helal, Board Member, Crown Plaza Approved

Old Business:

Discussion of District Beautifications plan: Director Mr, Steve Cutaia had explain the beautification plan in phase 1 and Phase 2. Its include Directional Signs, Banners, Bus stops, Planters and Baskets. We thank you, Mr, Steve Cutaia for coming and explaining the process. Agreed for seasonal banners and the proposed plan, Any and all suggestions are welcome.

Adjournment:

A motion to adjourn was made by Ann Marrin at 10:18 and seconded by Holly Allgauer , Board Member. Roll Call by Sean Patel (I); Holly Allgauer, Board Member, Hilton Northbrook; Anne Marrin, Board Member, City of Prospect Heights, Mayor Nicholas J. Helmer, Board Member, City of Prospect Heights All in Favor. Approved.

The next meeting will be on Sept 13th 2013, 9:00 A.M at Hilton, northbrook.

Approved By Tourism Board on June 7th 2013

Sean Patel, (Secretary)
Tourism Board
City of Prospect Heights.