Inver Grove Heights Convention and Visitors Bureau

Board of Advisors

Memo of Understanding

General

1. Name

The Inver Grove Heights Convention and Visitors Bureau shall be referred to as the "Bureau," the "CVB," or "Visit IGH."

2. Mission and Purpose

The mission of the CVB is to market and promote Inver Grove Heights to visitors and to maintain and stimulate the community's economic vitality.

3. Legal Status

The CVB shall operate as a division of the River Heights Chamber of Commerce. The City of Inver Grove Heights has contracted with the River Heights Chamber of Commerce, through a formal agreement, to operate the Inver Grove Heights Convention and Visitors Bureau and provide marketing and promotional services, subject to budgetary limitations approved annually by the Inver Grove Heights City Council.

Board of Advisors

1. Size of the Board

The number and composition of the Board of Advisors for the CVB shall be established by the Tourism Bureau Agreement as agreed upon by the River Heights Chamber of Commerce, and the City of Inver Grove Heights.

2. Membership

The CVB shall be guided by a volunteer Board of Advisors consisting of seven (7) members as follows:

- Two (2) individuals appointed by the Inver Grove Heights City Council, including:
  - One (1) elected official; and
  - One (1) City staff member.
- Five (5) individuals appointed by the River Heights Chamber of Commerce Board of Directors, including:
  - At least one (1) member of the Chamber's Executive Board; and

- At least two (2) individuals affiliated with the lodging industry within the City of Inver Grove Heights.

3. Terms of Office

Members of the Board of Advisors for the CVB shall serve two-year terms beginning June 1. Advisors may be reappointed to serve up to three (3) consecutive two-year terms.

The initial Board of Advisors shall have staggered terms as follows:

- Three (3) members with terms expiring in 2030
- Two (2) members with terms expiring in 2029
- Two (2) members with terms expiring in 2028

4. Absences

Any Board of Advisor member who misses three (3) consecutive meetings or four (4) meetings within a calendar year without providing a valid reason to Chamber staff may be subject to removal. Removal shall be determined by a simple majority vote of the Board of Advisors members present at a regularly scheduled meeting.

5. Resignation

A Board of Advisor member may resign by submitting written notice of resignation to Chamber staff.

6. Vacancies

Vacancies shall be filled by the Executive Committee of the Board of Advisors. Vacancies among City-appointed members shall be filled by appointment of either a City of Inver Grove Heights staff member or a City Council member. An appointed Board of Advisor shall serve for the remainder of the unexpired term.

Officers and Duties of the Board of Advisors for the CVB

1. Chair

The Chair shall serve as the chief officer of the Bureau and shall preside at all meetings of the Board. With Board approval, the Chair shall execute contracts and other instruments related to the operation of the Bureau and its property. The Chair shall sign all official documents and perform all duties customary to the office or as assigned by the Board of Advisors.

The Chair shall not execute contracts, authorize payments, or obligate funds that exceed the budgetary limits approved by the Board of Advisors and the Inver Grove Heights City Council. The Chair shall serve as a member of the Executive Committee of the CVB Board of Advisors.

2. Vice Chair

The Vice Chair shall perform the duties of the Chair in the absence of the Chair. In the absence of both the Chair and Vice Chair, the Treasurer shall act as Chair. The Vice Chair shall serve as a member of the Executive Committee of the CVB Board of Advisors.

3. Treasurer

The Treasurer shall oversee the financial affairs of the Bureau, including the receipt, deposit, and disbursement of funds in accordance with Board-approved policies. The Treasurer shall monitor financial records, assist in preparing and overseeing the annual budget, and support any required financial review or audit. The Treasurer shall perform additional duties as assigned by the Board of Advisors and shall serve as a member of the Executive Committee of the CVB Board of Advisors.

4. Secretary

The Secretary, who may be Chamber staff, shall maintain the permanent records of the Bureau, attest to official documents, and perform other duties as assigned by the Board of Advisors.

5. Compensation

Officers and members of the Board of Advisors shall receive no compensation for their services, except for reimbursement of reasonable out-of-pocket expenses as approved by the Board of Advisors at a regularly scheduled meeting.

Insurance

The Inver Grove Heights Convention and Visitors Bureau shall be covered under the insurance policies of the River Heights Chamber of Commerce.

Meetings

1. Quorum

Four (4) members of the Board of Advisors shall constitute a quorum.

2. Regular Meetings

The Board of Advisors shall meet at a regular time and place determined by the Board of Advisors. Meetings shall be held in person and shall also provide an option for virtual participation.

3. Special Meetings

Special meetings may be called by the Chair or by any three (3) Board of Advisor members. Notice of special meetings shall be provided in writing at least three (3) days in advance and shall include the meeting location.

CVB Financial Reserve

The Inver Grove Heights Convention and Visitors Bureau shall maintain a reserve fund of no less than 40% of the current year's estimated revenue.

Amendments

1. Board Approval

This memo of understanding may be adopted or amended by a majority vote of the Board of Advisors.

2. Chamber Approval

Following adoption or amendment by the Board of Advisors, the memo of understanding shall be submitted to the River Heights Chamber of Commerce for approval in accordance with the Chamber's bylaws.