Tempe

Minutes of the Sponsorship Review Committee Meeting held on May 12, 2008, 8:30am, Karsten Golf Course Clubhouse, 1125 E. Rio Salado Pkwy., Tempe, Arizona 85281

Minutes
Sponsorship Review Committee Meeting
May 12, 2008

Member/Staff Present: Travis Dray, Stephanie Nowack, Shelley Hearn, Kathi Overkamp, Daryl Crawford, Terri Cranmer, Jodie Garth.

Member/Staff Absent: Sheri Wakefield-Saenz (excused)

Meeting convened at 8:45am

I. Signing of Oaths – Travis Dray passed out the Oaths to committee members for signing. All were signed and turned in with the exception of Sheri Wakefield-Saenz, due to absence.

II. Review of sponsorship application – Application was reviewed and accepted.

III. Discussion of criteria and rater sheet – Rater sheet was reviewed and accepted.

IV. Discussion of applicant review process – Details of the process were discussed. Applicant due dates and acceptable application materials were decided upon. Only the completed application will be accepted. Supplemental information will not be accepted.

V. Deadline dates - Sponsorship Applications that have been requested from event promoters will be mailed out via US Post Office no later than May 21, 2008. Application submittal deadline is June 20, 2008. All submitted applications will be delivered to committee members for review no later than June 25, 2008. Committee will gather on July 1, 2008 for discussion of all applications and recommendation of funds' disbursement. Committee recommendations will be presented to the TCVB Board on July 15 and Tempe City Council on July 22, 2008.

Applicants will be notified of funds granted/not granted by July 31, 2008.

VI. Next step/next meeting – Make minor formatting corrections to application, send out application to known interested groups and past recipients, disburse returned applications to committee members for their review. Next meeting is scheduled for Tuesday, July 1, 2008.

Meeting adjourned at 10:15 am.

The Committee's next meeting is July 1, 2008 at 8:30am, Tempe Convention and Visitors Bureau Office, 51, W. 3rd Street, Tempe, Arizona 85281

Prepared by: Jodie Garth, Assistant Recreation Coordinator, 350-5276
Reviewed by: Travis Dray, Recreation Deputy Manger, 480-350-5182