



# CITY AND BOROUGH OF SITKA

## Meeting Minutes Tourism Commission

**Officers:** Chair Jeremy Plank; Vice Chair Ian Dempster; and Secretary Carol Bryant-Martin

**Members:** Devon Calvin; Vaughn Hazel; Bethany Lowrance; Alana Peterson; and Rachel Roy (Visit Sitka, Exoficio)

**Staff Liaison:** Amy Ainslie, P&CD Director; and Jessica Earnshaw, Deputy Municipal Clerk

**Assembly Liaison:** Chris Ystad

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February 6, 2025

6:00 P.M.

Harrigan Centennial Hall

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### I. CALL TO ORDER AND ROLL CALL

Deputy Municipal Clerk Jess Earnshaw called the inaugural Sitka Tourism Commission meeting to order at 6:03 p.m. She noted that the Chair will call the meetings to order once elected by the commission members.

### II. ROLL CALL

**Present:** Carol Bryant-Martin; Vaughn Hazel; Bethany Lowrance; Alana Peterson; Jeremy Plank; Ian Dempster Riley; and Rachel Roy

**Absent:** Devon Calvin

**Staff:** Amy Ainslie, P&CD Director; and Jessica Earnshaw, Deputy Municipal Clerk

**Public:** Teal West, Sitka Local Merchants Association

### III. NEW BUSINESS

#### A. Introductions

Jess Earnshaw Deputy Municipal Clerk gave an overview of her role with the City and recognized her colleague Amy Ainslie. She asked the Commission to share their name, professional backgrounds, and community affiliations.

#### B. Overview of Roberts Rules, Open Meetings Act, Meeting Guidelines

Deputy Municipal Clerk Jess Earnshaw provided the Commission with an overview of Roberts Rules of Order, the Open Meeting Acts, and Meeting Guidelines.

#### C. Meeting Intervals/Dates/Times

Commission members agreed to schedule future meetings on the second Thursdays of the month at 6:00 p.m.

#### D. Election of Officers

Earnshaw requested the Commission to elect officers.

**Chair:** Ian Dempster Riley moved to nominate Jeremy Plank as the Chair. He accepted the nomination. The motion passed unanimously by a voice vote.

**Vice Chair:** Jeremy Plank moved to nominate Ian Dempster as the Vice Chair. He accepted the nomination. The motion passed unanimously by a voice vote.

**Secretary:** Ian Dempster moved to nominate Carol Bryant-Martin as the Secretary. She accepted the nomination. The motion passed unanimously by a voice vote.

#### E. Term Assignments

Earnshaw explained that since the Sitka Tourism Commission is newly formed, the expiration dates for the first terms will need to be staggered in accordance with mandates set forth in Ordinance 2024-21. Commissioners volunteered to serve 1 year, 2 year, or three years terms.

**1 Year Term:** Devon Calvin; Vaughn Hazel; and Alana Peterson

**2 Year Term:** Ian Dempster and Jeremy Plank

**3 Year Term:** Carol Bryant-Martin and Bethany Lowrance

**F. Review of Existing Tourism-Related Goals, Projects, and Resources**

Planning and Community Development Director Amy Ainslie reviewed the list of plans and studies with the Commission and advised the members that she would give notice when the resources are available ready to view online. In addition, she indicated that a downtown traffic study and parking analysis can be accessed. She acknowledged that while there is not a current economic impact study for review, the City included lines items for community sentiment and economic impact studies in the budget for the new fiscal year.

**G. Discussion on Near-Term Commission Goals and Priorities**

The commission members discussed strategies for implementing a Tourism Best Management Practices (TBMP) program in Sitka, plans to address the top 10 issues that impact tourism in the city, and various ways to improve pedestrian safety.

**IV. PERSONS TO BE HEARD (*For items ON or OFF the agenda and not to exceed 3 minutes*)**

Earnshaw recognized Teal West to give words. She thanked the Sitka Tourism Commission members for their service and extended an invitation to visit the Sitka Local Merchants Association meetings.

**V. ADJOURNMENT**

Earnshaw stated that the next meeting will be scheduled for Thursday, March 13, 2025, at 6:00 p.m. at Harrigan Centennial Hall. With no further business to discuss, the meeting adjourned at 7:38 p.m.

Minutes By: Carol Bryant-Martin, Secretary