### The Original florida TOURISM TASK FORCE

### **MEETING NOTICE**

There will be a meeting of the Original Florida Tourism Task Force on **March 18, 2021**. The meeting will be held virtually via communications media technology at 10:00 a.m.

LINK: <a href="https://global.gotomeeting.com/join/179574605">https://global.gotomeeting.com/join/179574605</a>

DIAL IN NUMBER: **Toll Free 1.866.899.4679** 

CONFERENCE CODE: 179-574-605

## The Original Florida

#### TOURISM TASK FORCE Meeting Agenda

Virtual Public Meeting
Via Communications Media Technology

February 18, 2021 Thursday, 10:00 a.m.

		PAGE NO
I.	Call to Order, Introductions	
II.	Approval of Agenda	3
III.	Approval of February 18, 2021 Meeting Minutes	5
IV.	Old Business	
	<ul><li>A. Committee Reports</li><li>1. Finance Committee Report</li></ul>	
	a. Monthly Financial Report Review and Approval	
	(1) January 31, 2021	9
	B. Fiscal Year 2020-21 Regional Rural Development Grant	27
	<ol> <li>Website</li> <li>e-newsletter</li> <li>Website Blogs</li> <li>Marketing Materials</li> <li>Domestic Travel Shows</li> <li>Advertising Campaign</li> <li>Brochure Distribution</li> <li>Scholarships</li> <li>Professional Organization Memberships</li> </ol>	
	<ul><li>C. VISIT FLORIDA -</li><li>1. Influencer Trip</li><li>2. Monthly Report</li></ul>	
	<ul> <li>D. Staff Items</li> <li>1. Task Force 2021 Meeting Schedule and County Assignments</li> <li>2. Cooperative Regional Marketing Fee Fiscal Year 2020-21</li> <li>3. Florida Tourism Marketing - Senate Bill 778/ House Bill 675</li> </ul>	35
	<ul><li>E. Other Old Business</li><li>1. Updated Task Force Member Contact Information</li><li>2. 2021 Meeting Dates and Locations</li></ul>	39 45
	F. Announcements	43

V. NEW BUSINESS

VI. Leadership Forum: To Be Determined

VII. Adjournment

Date and Location of Next Meeting:

The next regular meeting is scheduled to be held at 10:00 a.m. on April 15, 2021 at a location to be determined.



# MINUTES OF The Original florida TOURISM TASK FORCE

Virtual Public Meeting
Via Communications Media Technology

February 18, 2021 Thursday, 10:00 a.m.

#### **MEMBERS PRESENT**

Brian Avery, Alachua County
Jodi Biggar, Alachua County
Will Sexton, Bradford County, Vice-Chair
Russ McCallister, Dixie County
Patricia Watson, Gilchrist County
Katrina Richardson, Jefferson County, Treasurer
Craig Colton, Lafayette County
Carol McQueen, Levy County
Jackie Blount, Madison County
Marlene Squires-Swanson, Madison County
Teena Peavey, Suwannee County
Charissa Setzer, Suwannee County
Dale Walker, Union County

#### STAFF PRESENT

Scott Koons Lauren Yeatter

#### MEMBERS ABSENT

Ron Gromoll, Alachua County
Daniel Riddick, Bradford County
Rod Butler, Columbia County
Alden Rosner, Columbia County
Paula Vann, Columbia County
Lee Deen, Gilchrist County
David Ward, Jefferson County
Tisha Whitehurst, Levy County
Sandy Beach, Taylor County
Dawn Perez, Taylor County, Chair
Thomas Herndon, Wakulla County
Natalie Knowles, Wakulla County

#### **OTHERS PRESENT**

Donna Creamer, Task Force Travel Show Coordinator Brenna Dacks, VISIT FLORIDA

#### I. CALL TO ORDER, INTRODUCTIONS

Noting the presence of a quorum and in the absence of the Chair, Vice-Chair Will Sexton called the meeting to order at 10:00 a.m.

#### II. APPROVAL OF THE AGENDA

Vice-Chair Sexton requested approval of the meeting agenda, as presented.

ACTION: Katrina Richardson moved and Carol McQueen seconded to approve the meeting agenda as presented. The motion passed unanimously.

#### III. APPROVAL OF THE JANUARY 21, 2021 MINUTES

Vice-Chair Sexton asked for approval of the January 21, 2021 meeting minutes.

ACTION: Dale Walker moved and Katrina Richardson seconded to approve the January 21, 2021 minutes as presented. The motion passed unanimously.

#### IV. OLD BUSINESS

- A. Committee Reports
  - 1. Finance Committee Report
    - a. Monthly Financial Report Review and Approval(1) December 31, 2020

### ACTION: Dale Walker moved and Jackie Blount seconded to approve the December 31, 2020 monthly financial report as presented. The motion passed unanimously.

- B. Fiscal Year 2019-20 Regional Rural Development Grant
  - 1. Website
  - 2. e-Newsletter
  - 3. Website Blogs
  - 4. Marketing Materials
  - 5. Domestic Travel Shows
  - 6. Advertising Campaign
  - 7. Brochure Distribution
  - 8. Scholarships
  - 9. Professional Organization Memberships
  - 10. Approval of Fourth Quarter Report and Reimbursement Submittal Package

### ACTION: Carol McQueen moved and Teena Peavey seconded to approve the Fourth Quarter Report and Reimbursement Submittal Package. The motion passed unanimously.

- C. Fiscal Year 2020-21 Regional Rural Development Grant
  - 1. Website
  - 2. e-Newsletter
  - 3. Website Blogs
  - 4. Marketing Materials
  - 5. Domestic Travel Shows
  - 6. Advertising Campaign
  - 7. Brochure Distribution
  - 8. Scholarships
  - 9. Professional Organization Memberships

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- 1. Influencer Trip
- 2. Virtual Florida Huddle

Donna Creamer, Travel Show Coordinator, and Lauren Yeatter, Senior Planner, reported on virtual appointments with tour operators.

3. Monthly Report

#### E. Staff Items

- 1. Task Force 2021 Meeting Schedule and County Assignments
- 2. Cooperative Regional Marketing Fee Fiscal Year 2020-21

#### F. Other Old Business

- 1. Updated Task Force Member Contact Information
- 2. 2021 Meeting Dates and Locations

#### G. Announcements

Task Force members made announcements of interest to the Task Force.

- V. New Business
- VI. Leadership Forum: None
- VII. Adjournment

Date and Location of next meeting

The next regular meeting is scheduled for 10:00 a.m., March 18, 2021 virtually via communications media technology.

The meeting adjourned at 11:08 a.m.

Dawn V. Perez, Chair Date

Minutes prepared by Lauren Yeatter of the North Central Florida Regional Planning Council

## The Original Florida Tourism Task Force Balance Sheet

As of January 31, 2021

	Jan 31, 21
ASSETS Current Assets Checking/Savings Cash in Bank - Capital City	102,836.63
Total Checking/Savings	102,836.63
Accounts Receivable Accounts Receivable	142,129.87
Total Accounts Receivable	142,129.87
Other Current Assets Prepaid Expense Prepaid Registration Fees	438.00 3,637.10
Total Other Current Assets	4,075.10
Total Current Assets	249,041.60
TOTAL ASSETS	249,041.60
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable Accounts Payable	65,382.23
Total Accounts Payable	65,382.23
Total Current Liabilities	65,382.23
Total Liabilities	65,382.23
Equity Unrestricted Earnings Net Income	123,234.74 60,424.63
Total Equity	183,659.37
TOTAL LIABILITIES & EQUITY	249,041.60

11:36 AM 03/10/21 Accrual Basis

## The Original Florida Tourism Task Force Profit & Loss

January 2021

	Jan 21
Income FDEO-Regional Dev. Grant 19/20	104,321.08
Total Income	104,321.08
Gross Profit	104,321.08
Expense Bank Charges Marketing Collateral Materials Brochure Printing	20.37 17,080.00
Total Collateral Materials	17,080.00
Public Relations Advertising Transportation Map	9,000.00
Total Advertising	9,000.00
Promotional Materials	48,277.83
Total Public Relations	57,277.83
Visit Florida Marketing research	5,060.00
Total Visit Florida	5,060.00
Website Web Hosting Services	6,000.00
Total Website	6,000.00
Total Marketing	85,417.83
Total Expense	85,438.20
Net Income	18,882.88

9:09 PM 02/11/21

## The Original Florida Tourism Task Force Reconciliation Summary Cash in Bank - Capital City, Period Ending 01/29/2021

	Jan 29, 21	
Beginning Balance Cleared Transactions Checks and Payments - 4 items Deposits and Credits - 1 item	-16,913.62 7,000.00	142,167.35
Total Cleared Transactions	-9,913.62	
Cleared Balance		132,253.73
Uncleared Transactions Checks and Payments - 4 items	-29,417.10	
Total Uncleared Transactions	-29,417.10	
Register Balance as of 01/29/2021		102,836.63
New Transactions Checks and Payments - 1 item	-48,277.83	
Total New Transactions	-48,277.83	
Ending Balance	1	54,558.80
Citaling Dalation		

## The Original Florida Tourism Task Force Reconciliation Detail

Cash in Bank - Capital City, Period Ending 01/29/2021

Type	Date	Num	Name	Clr	Amount	Balance
Туре						142,167.35
Beginning Balance Cleared Tran						
	nd Payments - 4 i	itome				
Bill Pmt -Check	12/03/2020	1545	Two Tree, Inc.	X	-425.00	-425.00
Bill Pmt -Check	12/31/2020	1546	Miles Partnership	Х	-8,303.25	-8,728.25
	01/07/2021	1548	Colonial Press Inter	Χ	-8,165.00	-16,893.25
Bill Pmt -Check Check	01/25/2021	1040	Capital City Bank	X	-20.37	-16,913.62
	cks and Payments	<b>;</b>			-16,913.62	-16,913.62
	and Credits - 1 it					
Deposits	01/15/2021	CIII		Х	7,000.00	7,000.00
	osits and Credits				7,000.00	7,000.00
	Transactions				-9,913.62	-9,913.62
Cleared Balance	, mandada en en e				-9,913.62	132,253.73
Uncleared T	ransactions					
Checks a	nd Payments - 4		V 000 110		-14,060.00	-14,060.00
Bill Pmt -Check	01/28/2021	1551	VisitFlorida		-8.915.00	-22,975.00
Bill Pmt -Check	01/28/2021	1549	Colonial Press Inter		-6,000.00	-28,975.00
Bill Pmt -Check	01/28/2021	1550	JUMPEM, LLC		-442.10	-29,417.10
Bill Pmt -Check	01/29/2021	1552	National Event Man			
Total Che	cks and Payments	s			-29,417.10	-29,417.10
Total Unclea	red Transactions				-29,417.10	-29,417.10
Register Balance a	s of 01/29/2021				-39,330.72	102,836.63
New Transa	ctions					
	ond Payments - 1	item 1553	VisitFlorida		-48,277.83	-48,277.83
Bill Pmt -Check	<u> </u>	,,,,,			-48,277.83	-48,277.83
	cks and Payment	3			-48,277.83	-48,277.83
Total New Tr	ransactions				-87,608.55	54,558.80
Ending Balance					-01,000,00	



P.O. Box 900 Tallahassee, FL 32302



00002326 FCC31545013021091817 01 0000000000 THE ORIGINAL FLORIDA TOURISM TASK FORCE 2009 NW 67TH PL GAINESVILLE FL 32653-1603

Date 1/29/21 Primary Account Page 1 XXXXXXX2204

Your feedback is important to helping us serve you better. Please take a moment to tell us about your experience with Capital City Bank. Take the survey at http://tellyourbankerccbg.com today.

#### CHECKING ACCOUNT

ANALYZED BUS CHECKING Account Number Previous Balance 1 Deposits/Credits 4 Checks/Debits Service Charges Interest Paid Ending Balance	xxxxxx2204 142,167.35 7,000.00 16,913.62 .00 .00 132,253.73	Images Statement Dates 1/01/21 thru 1/31/21 Days in this Statement Period 31 Avg Ledger Balance 133,122.44 Avg Collected Balance 131,767.60
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DEPOSITS AND OTHER CREDITS

Date Description Amount 7,000.00

OTHER DEBITS

Date Description Amount 20.37-

RECEIVED

FEB 0.5 2021

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL





THE ORIGINAL FLORIDA TOURISM TASK FORCE 2009 NW 67TH PL GAINESVILLE FL 32653-1603 Date 1/29/21 Primary Account Page 2 XXXXXXX2204

ANALYZED BUS CHECKING

xxxxxxx2204 (Continued)

Date Check No Amount Date Check No Amount 1/06 1546 8,303.25 1/11 1548 8,165.00 1/04 1547 425.00

\* Denotes missing check numbers

DAILY BALANCE INFORMATION

Date Balance Date Balance

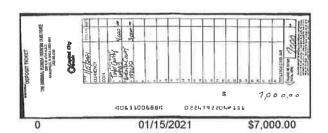
1/01 142,167.35 1/06 133,439.10 1/15 132,274.10

1/04 141,742.35 1/11 125,274.10 1/25 132,253.73

-----END OF STATEMENT-----



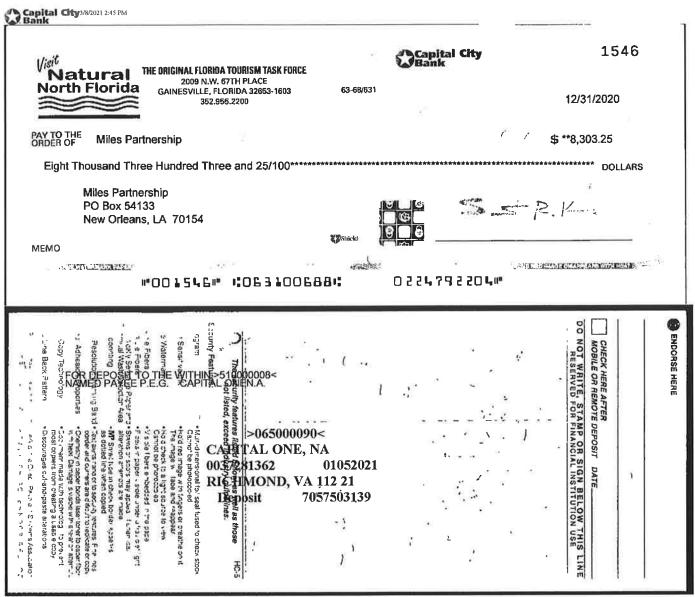
Page 3 of 3



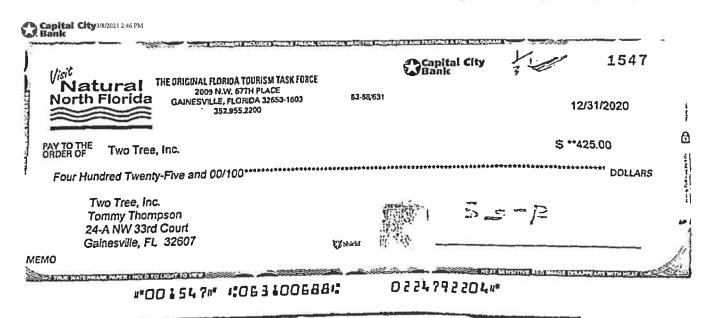




Val.	228 CHAIR MORGINA	OH	ital City	1548	
North Florida GARLIVICE	CONCRETED INTO	427	- 5	1/7/2021	
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Eight Thousand One Hundred Sixty	First and ED107************************************		**************	DOLLARS	
Colonial Press Internations 3690 Northwest 50th Street Marris, Ft. 33142 3934	•	a je	5 <u>-</u> :-	72-175:	
utna	~~~	Author .			
**DO1548	- 100 3 100 0 8 8 C	0.554	792204	# # P	
		2021		\$8,165,00	



Amount: \$-8,303.25 Statement Description: Check Check Number: 1546 Posted Date: 1/6/2021 Type: Debit Status: Posted



CHECK HERE AFTER

WORTE DEPORT DATE

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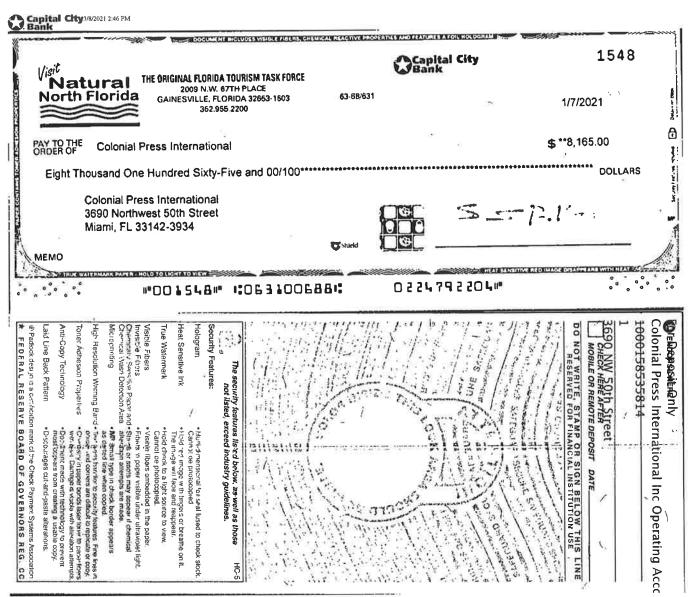
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Amount: \$-425.00 Statement Description: Check Check Number: 1547 Posted Date: 1/4/2021 Type: Debit Status: Posted



Amount: 3-8,165,00 Statement Description: Check Check Number: 1548 Posted Date: 1/11/2021 Type: Debit Status: Posted

# The Original Florida Tourism Task Force Income and Expenses - Budget vs. Actual

As of January 31, 2021

(These financial statements are unaudited)

	Budget	January 2021	Year to Date	Over/(Under) Budget
Co-op Regional Marketing Program Fee	58,000.00	0.00	58,000.00	0.00
DEO Rural Development Grant 19/20	45,900.00	104,321.08	104,746.08	58,846.08
DEO Rural Development Grant 20/21	45,900.00	0.00	0.00	(45,900.00)
VisitFlorida Rural Area Opportunity Grant 20/21	45,000.00	0.00	0.00	(45,000.00)
VisitFlorida Rural Area Opportunity 20/21 In-Kind	81,300.00	0.00	0.00	(81,300.00)
Total Income	276,100.00	104,321.08	162,746.08	(113,353.92)
Expenses				
Marketing				
Planning				
VisaVues Domestic & International Editions	0.00	5,060.00	5,060.00	5,060.00
Total Planning	0.00	5,060.00	5,060.00	5,060.00
Collateral Materials				
Print Ultimate Bicycle Guide	3,000.00	0.00	0.00	(3,000.00)
Print Exhilarating Natural North FI Brochure	0.00	17,080.00	17,080.00	17,080.00
Total Collateral Materials	3,000.00	17,080.00	17,080.00	14,080.00
Website				
Website Blogs	5,100.00	0.00	1,275.00	(3,825.00)
Web Hosting & Maintenance Services	6,000.00	6,000.00	6,000.00	0.00
Total Website	11,100.00	6,000.00	7,275.00	(3,825.00)
Trade Shows				
Whistles & Other Promotional Items	5,000.00	0.00	0.00	(5,000.00)
Popup and/or Cloth Displays - VF In-Kind	3,000.00	0.00	0.00	(3,000.00)
Welcome Center Rack Space - VF In-Kind	800.00	0.00	0.00	(800.00)
Adventure Travel Training 4 Day-VF In-Kind	24,000.00	0.00	0.00	(24,000.00)
Consumer Influencer-VF In-Kind	17,000.00	0.00	0.00	(17,000.00)
VF Atlanta Camping & RV Show	5,000.00	0,00	0.00	(5,000.00)
VF New York Times Travel Show	4,000.00	0.00	0.00	(4,000.00)
VF Chicago RV & Camping Show	7,000.00	0.00	0.00	(7,000.00)
VF Toronto Outdoor Adventure Show	9,000.00	0.00	0.00	(9,000.00)
VF Washington DC Travel & Adventure Show	8,000.00	0.00	0.00	(8,000.00)
DEO Georgia RV & Camper Show	7,500.00	0.00	0.00	(7,500.00)
Total Trade Shows	90,300.00	0.00	0.00	(90,300.00)

# The Original Florida Tourism Task Force Income and Expenses - Budget vs. Actual As of January 31, 2021

(These financial statements are unaudited)

	Budget	January 2021	Year to Date	Over/(Under) Budget
Advertising				
Digital Advertising Campaign 2019-20	13,500.00	48,277,83	48,277.83	34,777.83
FI Vacation Planner Print Ad 2019-20	8,000.00	0.00	8,303.25	303.25
Digital Retargeting Campaign 2019-20	13,500.00	0.00	0.00	(13,500.00)
Facebook Ad Campaign 2020-21 - In-Kind	33,500.00	0.00	0.00	(33,500.00)
FI Trans Map Print Advertisement 2020-21	9,000.00	9,000.00	9,000.00	0.00
Quarterly eNewsletters	6,500.00	0.00	1,000.00	(5,500.00)
Total Advertising	84,000.00	57,277.83	66,581.08	(17,418.92)
Total Marketing Expenses	188,400.00	85,417.83	95,996.08	(92,403.92)
Administration				
NCFRPC - Admin VF & DEO 2019-20	5,625.00	0.00	3,125.00	(2,500.00)
NCFRPC - Admin VF & DEO FY 2020-21	5,625.00	0.00	0.00	(5,625.00)
NCFRPC - Admin Program Fees	23,750.00	0.00	3,125.00	(20,625.00)
Bank Charges	200.00	20.37	75.37	(124.63)
Legal Advertising	300.00	0.00	0.00	(300.00)
Legal Expenses	300.00	0.00	0.00	(300.00)
Other Admin Expenses Miscellaneous	1,200.00	0.00	0.00	(1,200.00)
Postage	300.00	0.00	0.00	(300.00)
VF/DEO Travel Show Service Program Fee	1,100.00	0.00	0.00	(1,100.00)
Telephone	300.00	0.00	0.00	(300.00)
Total Administration	38,700.00	20.37	6,325.37	(32,374.63)
Memberships				
Visit Florida	400.00	0.00	0.00	(400.00)
Southeast Tourism Society	600.00	0.00	0.00	(600.00)
Florida Outdoor Writers Association	200.00	0.00	0.00	(200.00)
Ride with GPS	300.00	0.00	0.00	(300.00)
Total Memberships	1,500.00	0.00	0.00	(1,500.00)
Professional Enhancement				
SE Tourism Society Marketing College	5,175.00	0.00	0.00	(5,175.00)
Governor's Tourism Conference	1,725.00	0.00	0.00	(1,725.00)
Adventure Elevate Networking Conference	13,000.00	0.00	0.00	(13,000.00)
Adventure Elevate Networking Conference In-Kind	3,000.00	0.00	0.00	(3,000.00)
Total Professional Enhancement	22,900.00	0.00	0.00	(22,900.00)

# The Original Florida Tourism Task Force Income and Expenses - Budget vs. Actual

As of January 31, 2021

(These financial statements are unaudited)

	Budget	January 31, 2021	Year to Date	Over/(Under) Budget
Internships	17			
Harvey Campbell Memorial Internship	6,250.00	0.00	0.00	(6,250.00)
Dean Fowler Internship	6,250.00	0.00	0.00	(6,250.00)
Total Internships	12,500.00	0.00	0.00	(12,500.00)
Retained Reserves				
Retained Reserves	12,100.00	0.00	0.00	(12,100.00)
Total Retained Reserves	12,100.00	0.00	0.00	(12,100.00)
Total NonMarketing Expenses	87,700.00	20.37	6,325.37	(81,374.63)
Total Expenses	276,100.00	85,438.20	102,321.45	(173,778.55)
Net Income	0.00	18,882.88	60,424.63	60,424.63

### Original Florida Tourism Task Force Budget FY 2020-21 (10/1/20 to 9/30/21)

Adopted 9/17/2020

Revenues	Total
Cooperative Regional Marketing Program Fees:	
Alachua County	\$15,000
Bradford County	\$3,000
Columbia County	\$8,000
Dixie County	\$3,000
Gilchrist County	\$3,000
Hamilton County	\$2,000
Jefferson County	\$2,000
Lafayette County	\$1,000
Levy County	\$6,000
Madison County	\$3,000
Suwannee County	\$4,000
Taylor County	\$4,000
Union County	\$1,000
Wakulla County	\$3,000
Subtotal	\$58,000
Subtotal	\$30,000
Additional Revenue:	£45 000
Department of Economic OpportunityRural Development Grant, FY 2019-20	\$45,900
Department of Economic Opportunity Rural Development Grant, FY 2020-21	\$45,900
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - Cash	\$45,000
Subtotal - Cash	\$136,800
	0104 000
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind TOTAL REVENUES - CASH AND IN-KIND	\$81,300
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures	\$81,300 <b>\$276,10</b> 0
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures  Adventure Elevate Networking Conference	\$81,300 <b>\$276,10</b> 0 \$13,000
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures  Adventure Elevate Networking Conference  Bank Charges	\$81,300 \$276,100 \$13,000 \$200
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures  Adventure Elevate Networking Conference  Bank Charges  Governor's Conference on Tourism	\$81,300 \$276,100 \$13,000 \$200 \$1,725
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures  Adventure Elevate Networking Conference  Bank Charges  Governor's Conference on Tourism  Legal Advertising	\$81,300 \$276,100 \$13,000 \$200 \$1,725 \$300
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures  Adventure Elevate Networking Conference  Bank Charges  Governor's Conference on Tourism  Legal Advertising  Legal Expenses	\$81,300 \$276,100 \$13,000 \$200 \$1,725 \$300 \$300
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures  Adventure Elevate Networking Conference  Bank Charges  Governor's Conference on Tourism  Legal Advertising  Legal Expenses  (1) Marketing Program for FY 2020-21 (less in-kind)	\$81,300 \$276,100 \$13,000 \$200 \$1,725 \$300 \$310,100
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures  Adventure Elevate Networking Conference  Bank Charges  Governor's Conference on Tourism  Legal Advertising  Legal Expenses  (1) Marketing Program for FY 2020-21 (less in-kind)  (2) Memberships	\$81,300 \$276,100 \$13,000 \$200 \$1,725 \$300 \$310,100 \$1,500
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures  Adventure Elevate Networking Conference  Bank Charges  Governor's Conference on Tourism  Legal Advertising  Legal Expenses  (1) Marketing Program for FY 2020-21 (less in-kind)  (2) Memberships  Miscellaneous	\$81,300 \$276,100 \$13,000 \$200 \$1,725 \$300 \$310,100 \$1,500 \$1,200
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures  Adventure Elevate Networking Conference  Bank Charges  Governor's Conference on Tourism  Legal Advertising  Legal Expenses  (1) Marketing Program for FY 2020-21 (less in-kind)  (2) Memberships  Miscellaneous  North Central Florida Regional Planning Council - Admin/Internships	\$81,300 \$276,100 \$13,000 \$200 \$1,725 \$300 \$110,100 \$1,500 \$1,200 \$47,500
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures  Adventure Elevate Networking Conference Bank Charges Governor's Conference on Tourism  Legal Advertising  Legal Expenses  (1) Marketing Program for FY 2020-21 (less in-kind)  (2) Memberships  Miscellaneous  North Central Florida Regional Planning Council - Admin/Internships  Postage Expenses	\$81,300 \$276,100 \$13,000 \$200 \$1,725 \$300 \$110,100 \$1,500 \$1,200 \$47,500 \$300
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures  Adventure Elevate Networking Conference  Bank Charges Governor's Conference on Tourism  Legal Advertising  Legal Expenses  (1) Marketing Program for FY 2020-21 (less in-kind)  (2) Memberships  Miscellaneous  North Central Florida Regional Planning Council - Admin/Internships  Postage Expenses  Service Fee - VISIT FLORIDA Travel Show Program	\$81,300 \$276,100 \$13,000 \$200 \$1,725 \$300 \$110,100 \$1,500 \$1,200 \$47,500 \$300 \$1,100
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures  Adventure Elevate Networking Conference  Bank Charges  Governor's Conference on Tourism  Legal Advertising  Legal Expenses  (1) Marketing Program for FY 2020-21 (less in-kind)  (2) Memberships  Miscellaneous  North Central Florida Regional Planning Council - Admin/Internships  Postage Expenses  Service Fee - VISIT FLORIDA Travel Show Program  Southeast Tourism Society Marketing College	\$81,300 \$276,100 \$13,000 \$200 \$1,725 \$300 \$110,100 \$1,500 \$1,200 \$47,500 \$300 \$1,100 \$5,175
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures  Adventure Elevate Networking Conference  Bank Charges  Governor's Conference on Tourism  Legal Advertising  Legal Expenses  (1) Marketing Program for FY 2020-21 (less in-kind)  (2) Memberships  Miscellaneous  North Central Florida Regional Planning Council - Admin/Internships  Postage Expenses  Service Fee - VISIT FLORIDA Travel Show Program  Southeast Tourism Society Marketing College  Telephone	\$81,300 \$276,100 \$13,000 \$200 \$1,725 \$300 \$110,100 \$1,500 \$1,200 \$47,500 \$300 \$1,100 \$5,175 \$300
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures  Adventure Elevate Networking Conference Bank Charges Governor's Conference on Tourism  Legal Advertising  Legal Expenses  (1) Marketing Program for FY 2020-21 (less in-kind)  (2) Memberships  Miscellaneous  North Central Florida Regional Planning Council - Admin/Internships  Postage Expenses  Service Fee - VISIT FLORIDA Travel Show Program  Southeast Tourism Society Marketing College  Telephone  Unrestricted Reserve Fund - Contribution	\$81,300 \$276,100 \$13,000 \$200 \$1,725 \$300 \$110,100 \$1,500 \$1,200 \$47,500 \$300 \$1,100 \$5,175 \$300 \$12,100
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures  Adventure Elevate Networking Conference  Bank Charges  Governor's Conference on Tourism  Legal Advertising  Legal Expenses  (1) Marketing Program for FY 2020-21 (less in-kind)  (2) Memberships  Miscellaneous  North Central Florida Regional Planning Council - Admin/Internships  Postage Expenses  Service Fee - VISIT FLORIDA Travel Show Program  Southeast Tourism Society Marketing College  Telephone  Unrestricted Reserve Fund - Contribution  TOTAL EXPENDITURES - CASH	\$81,300 \$276,100 \$13,000 \$200 \$1,725 \$300 \$110,100 \$1,500 \$1,200 \$47,500 \$300 \$1,100 \$5,175 \$300 \$12,100 \$194,800
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures  Adventure Elevate Networking Conference Bank Charges Governor's Conference on Tourism  Legal Advertising  Legal Expenses (1) Marketing Program for FY 2020-21 (less in-kind) (2) Memberships  Miscellaneous  North Central Florida Regional Planning Council - Admin/Internships  Postage Expenses Service Fee - VISIT FLORIDA Travel Show Program  Southeast Tourism Society Marketing College  Telephone  Unrestricted Reserve Fund - Contribution  TOTAL EXPENDITURES - CASH (1) Marketing Program for FY 2020-21 - In-Kind	\$81,300 \$276,100 \$13,000 \$200 \$1,725 \$300 \$110,100 \$1,500 \$1,200 \$47,500 \$300 \$1,100 \$5,175 \$300 \$12,100 \$194,800 \$81,300
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures  Adventure Elevate Networking Conference Bank Charges Governor's Conference on Tourism Legal Advertising Legal Expenses (1) Marketing Program for FY 2020-21 (less in-kind) (2) Memberships Miscellaneous North Central Florida Regional Planning Council - Admin/Internships Postage Expenses Service Fee - VISIT FLORIDA Travel Show Program Southeast Tourism Society Marketing College Telephone Unrestricted Reserve Fund - Contribution  TOTAL EXPENDITURES - CASH (1) Marketing Program for FY 2020-21 - In-Kind  TOTAL EXPENDITURES - CASH AND IN-KIND	\$81,300 \$276,100 \$13,000 \$200 \$1,725 \$300 \$110,100 \$1,500 \$1,200 \$47,500 \$300 \$1,100 \$5,175 \$300 \$12,100 \$194,800 \$81,300
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures  Adventure Elevate Networking Conference  Bank Charges  Governor's Conference on Tourism  Legal Advertising  Legal Expenses  (1) Marketing Program for FY 2020-21 (less in-kind)  (2) Memberships  Miscellaneous  North Central Florida Regional Planning Council - Admin/Internships  Postage Expenses  Service Fee - VISIT FLORIDA Travel Show Program  Southeast Tourism Society Marketing College  Telephone  Unrestricted Reserve Fund - Contribution  TOTAL EXPENDITURES - CASH  (1) Marketing Program for FY 2020-21 - In-Kind  TOTAL EXPENDITURES - CASH AND IN-KIND	\$81,300 \$276,100 \$13,000 \$200 \$1,725 \$300 \$110,100 \$1,500 \$1,200 \$47,500 \$300 \$1,100 \$5,175 \$300 \$12,100 \$194,800 \$81,300
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures  Adventure Elevate Networking Conference  Bank Charges  Governor's Conference on Tourism  Legal Advertising  Legal Expenses  (1) Marketing Program for FY 2020-21 (less in-kind)  (2) Memberships  Miscellaneous  North Central Florida Regional Planning Council - Admin/Internships  Postage Expenses  Service Fee - VISIT FLORIDA Travel Show Program  Southeast Tourism Society Marketing College  Telephone  Unrestricted Reserve Fund - Contribution  TOTAL EXPENDITURES - CASH  (1) Marketing Program for FY 2020-21 - In-Kind  TOTAL EXPENDITURES - CASH AND IN-KIND  (1) See Marketing Budget Detail  (2) See Memberships Detail	\$81,300 \$276,100 \$13,000 \$200 \$1,725 \$300 \$110,100 \$1,500 \$1,200 \$47,500 \$300 \$1,100 \$5,175 \$300 \$12,100 \$194,800 \$81,300
VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures  Adventure Elevate Networking Conference  Bank Charges Governor's Conference on Tourism  Legal Advertising  Legal Expenses (1) Marketing Program for FY 2020-21 (less in-kind) (2) Memberships  Miscellaneous  North Central Florida Regional Planning Council - Admin/Internships  Postage Expenses  Service Fee - VISIT FLORIDA Travel Show Program  Southeast Tourism Society Marketing College  Telephone  Unrestricted Reserve Fund - Contribution  TOTAL EXPENDITURES - CASH (1) Marketing Program for FY 2020-21 - In-Kind  TOTAL EXPENDITURES - CASH AND IN-KIND  (1) See Marketing Budget Detail (2) See Memberships Detail	\$81,300 \$276,100 \$13,000 \$200 \$1,725 \$300 \$110,100 \$1,500 \$47,500 \$47,500 \$1,100 \$5,175 \$300 \$12,100 \$194,800 \$81,300
TOTAL REVENUES - CASH  VISIT FLORIDA FY 2020-21 Rural Area of Opportunity Grant - In-Kind  TOTAL REVENUES - CASH AND IN-KIND  Expenditures  Adventure Elevate Networking Conference  Bank Charges  Governor's Conference on Tourism  Legal Advertising  Legal Expenses  (1) Marketing Program for FY 2020-21 (less in-kind)  (2) Memberships  Miscellaneous  North Central Florida Regional Planning Council - Admin/Internships  Postage Expenses  Service Fee - VISIT FLORIDA Travel Show Program  Southeast Tourism Society Marketing College  Telephone  Unrestricted Reserve Fund - Contribution  TOTAL EXPENDITURES - CASH  (1) Marketing Program for FY 2020-21 - In-Kind  TOTAL EXPENDITURES - CASH AND IN-KIND  (1) See Marketing Budget Detail  (2) See Memberships Detail  Reserve Funds  Restricted Funds Balance  Unrestricted Funds Balance, Estimate	\$194,800 \$81,300 \$276,100 \$13,000 \$200 \$1,725 \$300 \$110,100 \$1,500 \$47,500 \$31,100 \$5,175 \$300 \$12,100 \$194,800 \$81,300 \$130,000

## Original Florida Tourism Task Force Budget FY 2020-21 (10/1/20 to 9/30/21) Adopted 9/17/2020

Collateral Material:	
2019-20 Revise and Print Ultimate Bicycle Guide	\$3,000
2020-21 Design and Print Collateral Material	\$0
2020-21 Design and Fine Condition Material	
Vebsite:	
2019-20 Website Blogs - 15 Blogs	\$1,275
2020-21 Website Hosting & Maintenance	\$6,000
2020-21 New Topic-Centered Pages (3 Pages)	\$0
2020-21 Website Blogs - 60 Blogs	\$3,825
2020-21 Website Town Blogs - 15 Blogs	\$0
rade Shows:	
Whistles and Other Promotional Items	\$5,000
Pop-up and/or Cloth Displays (In-kind)	\$3,000
VISIT FLORIDA Welcome Center Rack Space (In-kind)	\$800
VISIT FLORIDA - Atlanta Camping & RV Show	\$5,000
VISIT FLORIDA - New York Times Travel Show	\$4,000
VISIT FLORIDA - Chicago RV & Camping Show	\$7,000
VISIT FLORIDA - Toronto Outdoor Adventure Show	\$9,000
VISIT FLORIDA - Washington DC Travel & Adventure Show	\$8,000
DEO 2020-21 - Houston RV Show	\$0
DEO 2020-21 - Philadelphia Travel & Adventure Show	\$0
DEO 2020-21 - Atlanta Travel & Adventure Show	\$0
DEO 2020-21 - Bike Expo New York	\$0
DEO 2020-21 - Georgia RV & Camper Show	\$7,500
Adventure Travel Training - 4 Days (In-kind)	\$24,000
Consumer Public Relations/Influencer Trips (In-kind)	\$17,000
dvertising:	
2019-20 Brochure Distribution	\$0
2019-20 Digital Advertising Campaign	\$13,500
2019-20 Florida Vacation Planner Print Advertisement	\$8,000
2019-20 Digital Retargeting Campaign	\$13,500
2020-21 Digital Advertising Campaign	\$0
2020-21 Digital Facebook Advertising Campaign (In-kind)	\$33,500
2020-21 Florida Transportation Map Print Advertisement	\$9,000
2020-21 Florida Vacation Planner Co-op Print Advertisement	\$0
Quarterly eNewsletters	\$6,500
Total Marketing Expenditure	\$188,400
Administration	
North Central Florida Regional Planning Council -	
VISIT FLORIDA, Department of Economic Opportunity FY 2019-20	\$5,625
North Central Florida Regional Planning Council -	
VISIT FLORIDA, Department of Economic Opportunity FY 2020-21	\$5,625
North Central Florida Regional Planning Council -	
Regional Marketing Program Fees FY 2020-21	\$23,750
Bank Charges	\$200
Legal Advertising	\$300
	\$300
Legal Expenses	
Legal Expenses	
Legal Expenses Other Administrative Expenses/Miscellaneous	\$1,200
Legal Expenses Other Administrative Expenses/Miscellaneous Postage	\$1,200 \$300
Legal Expenses Other Administrative Expenses/Miscellaneous	\$1,200 \$300 \$1,100
Legal Expenses Other Administrative Expenses/Miscellaneous Postage Service Fee - VISIT FLORIDA Travel Show Program & DEO Telephone	\$1,200 \$300 \$1,100 \$300
Legal Expenses Other Administrative Expenses/Miscellaneous Postage Service Fee - VISIT FLORIDA Travel Show Program & DEO Telephone	\$1,200 \$300 \$1,100 \$300
Legal Expenses Other Administrative Expenses/Miscellaneous Postage Service Fee - VISIT FLORIDA Travel Show Program & DEO Telephone Membership Organizations - Annual Dues VISIT FLORIDA Annual Dues Southeastern Tourism Society Annual Dues	\$1,200 \$300 \$1,100 \$300 \$400 \$600
Legal Expenses Other Administrative Expenses/Miscellaneous Postage Service Fee - VISIT FLORIDA Travel Show Program & DEO Telephone Membership Organizations - Annual Dues VISIT FLORIDA Annual Dues	\$1,200 \$300 \$1,100 \$300 <b>\$400</b> \$600 \$200
Legal Expenses Other Administrative Expenses/Miscellaneous Postage Service Fee - VISIT FLORIDA Travel Show Program & DEO Telephone Membership Organizations - Annual Dues VISIT FLORIDA Annual Dues Southeastern Tourism Society Annual Dues	\$1,200 \$300 \$1,100 \$300 <b>\$400</b> \$600 \$200
Legal Expenses Other Administrative Expenses/Miscellaneous Postage Service Fee - VISIT FLORIDA Travel Show Program & DEO Telephone Membership Organizations - Annual Dues VISIT FLORIDA Annual Dues Southeastern Tourism Society Annual Dues Florida Outdoor Writers Association Annual Dues Ride With GPS Annual Dues	\$1,200 \$300 \$1,100 \$300 \$400 \$600 \$200 \$300
Legal Expenses Other Administrative Expenses/Miscellaneous Postage Service Fee - VISIT FLORIDA Travel Show Program & DEO Telephone Membership Organizations - Annual Dues VISIT FLORIDA Annual Dues Southeastern Tourism Society Annual Dues Florida Outdoor Writers Association Annual Dues Ride With GPS Annual Dues Professional Enahncement Southeastern Tourism Society Marketing College - 3	\$1,200 \$300 \$1,100 \$300 \$400 \$600 \$200 \$300
Covernor's Tourism Conference - 1  Other Administrative Expenses/Miscellaneous Postage Service Fee - VISIT FLORIDA Travel Show Program & DEO Telephone Membership Organizations - Annual Dues VISIT FLORIDA Annual Dues Southeastern Tourism Society Annual Dues Florida Outdoor Writers Association Annual Dues Ride With GPS Annual Dues Professional Enahncement Southeastern Tourism Society Marketing College - 3 Governor's Tourism Conference - 1	\$1,200 \$300 \$1,100 \$300 \$400 \$600 \$200 \$300 \$5,175 \$1,725
Cother Administrative Expenses/Miscellaneous Postage Service Fee - VISIT FLORIDA Travel Show Program & DEO Telephone Membership Organizations - Annual Dues VISIT FLORIDA Annual Dues Southeastern Tourism Society Annual Dues Florida Outdoor Writers Association Annual Dues Ride With GPS Annual Dues Professional Enahncement Southeastern Tourism Society Marketing College - 3 Governor's Tourism Conference - 1 Adventure Elevate Networking Conference	\$1,200 \$300 \$1,100 \$300 \$400 \$600 \$200 \$300 \$5,175 \$1,725 \$13,000
Legal Expenses Other Administrative Expenses/Miscellaneous Postage Service Fee - VISIT FLORIDA Travel Show Program & DEO Telephone Membership Organizations - Annual Dues VISIT FLORIDA Annual Dues Southeastern Tourism Society Annual Dues Florida Outdoor Writers Association Annual Dues Ride With GPS Annual Dues Professional Enahncement Southeastern Tourism Society Marketing College - 3 Governor's Tourism Conference - 1 Adventure Elevate Networking Conference Adventure Elevate Networking Conference (In-kind)	\$1,200 \$300 \$1,100 \$300 \$400 \$600 \$200 \$300 \$5,175 \$1,725 \$13,000
Content Administrative Expenses/Miscellaneous Postage Service Fee - VISIT FLORIDA Travel Show Program & DEO Telephone Membership Organizations - Annual Dues VISIT FLORIDA Annual Dues Southeastern Tourism Society Annual Dues Florida Outdoor Writers Association Annual Dues Ride With GPS Annual Dues Professional Enahncement Southeastern Tourism Society Marketing College - 3 Governor's Tourism Conference - 1 Adventure Elevate Networking Conference Adventure Elevate Networking Conference (In-kind) Internships	\$1,200 \$300 \$1,100 \$300 \$400 \$600 \$200 \$300 \$5,172 \$1,722 \$13,000 \$3,000
Legal Expenses Other Administrative Expenses/Miscellaneous Postage Service Fee - VISIT FLORIDA Travel Show Program & DEO Telephone Membership Organizations - Annual Dues VISIT FLORIDA Annual Dues VISIT FLORIDA Annual Dues Southeastern Tourism Society Annual Dues Florida Outdoor Writers Association Annual Dues Ride With GPS Annual Dues Professional Enahncement Southeastern Tourism Society Marketing College - 3 Governor's Tourism Conference - 1 Adventure Elevate Networking Conference Adventure Elevate Networking Conference (In-kind) Internships Harvey Campbell Memorial Internship	\$1,200 \$300 \$1,100 \$300 \$400 \$600 \$200 \$300 \$5,175 \$1,725 \$13,000 \$3,000
Cother Administrative Expenses/Miscellaneous Postage Service Fee - VISIT FLORIDA Travel Show Program & DEO Telephone Membership Organizations - Annual Dues VISIT FLORIDA Annual Dues Southeastern Tourism Society Annual Dues Florida Outdoor Writers Association Annual Dues Ride With GPS Annual Dues Professional Enahncement Southeastern Tourism Society Marketing College - 3 Governor's Tourism Conference - 1 Adventure Elevate Networking Conference Adventure Elevate Networking Conference (In-kind) Internships Harvey Campbell Memorial Internship Dean Fowler Internship	\$1,200 \$300 \$1,100 \$300 \$400 \$200 \$300 \$5,172 \$1,722 \$13,000 \$3,000
Cher Administrative Expenses/Miscellaneous Postage Service Fee - VISIT FLORIDA Travel Show Program & DEO Telephone  Membership Organizations - Annual Dues VISIT FLORIDA Annual Dues VISIT FLORIDA Annual Dues Southeastern Tourism Society Annual Dues Florida Outdoor Writers Association Annual Dues Ride With GPS Annual Dues Professional Enahncement Southeastern Tourism Society Marketing College - 3 Governor's Tourism Conference - 1 Adventure Elevate Networking Conference Adventure Elevate Networking Conference (In-kind) Internships Harvey Campbell Memorial Internship Dean Fowler Internship Retained Reserves	\$1,200 \$300 \$1,100 \$300 \$400 \$600 \$200 \$300 \$5,175 \$1,725 \$13,000 \$3,000
Cher Administrative Expenses/Miscellaneous Postage Service Fee - VISIT FLORIDA Travel Show Program & DEO Telephone  Membership Organizations - Annual Dues VISIT FLORIDA Annual Dues Southeastern Tourism Society Annual Dues Florida Outdoor Writers Association Annual Dues Ride With GPS Annual Dues Professional Enahncement Southeastern Tourism Society Marketing College - 3 Governor's Tourism Conference - 1 Adventure Elevate Networking Conference Adventure Elevate Networking Conference (In-kind) Internships Harvey Campbell Memorial Internship Dean Fowler Internship Retained Reserves Unrestricted Reserve Fund	\$1,200 \$300 \$1,100 \$300 \$400 \$600 \$200 \$300 \$5,175 \$1,725 \$13,000 \$3,000 \$6,250 \$6,250
Cher Administrative Expenses/Miscellaneous Postage Service Fee - VISIT FLORIDA Travel Show Program & DEO Telephone  Membership Organizations - Annual Dues VISIT FLORIDA Annual Dues VISIT FLORIDA Annual Dues Southeastern Tourism Society Annual Dues Florida Outdoor Writers Association Annual Dues Ride With GPS Annual Dues Professional Enahncement Southeastern Tourism Society Marketing College - 3 Governor's Tourism Conference - 1 Adventure Elevate Networking Conference Adventure Elevate Networking Conference (In-kind) Internships Harvey Campbell Memorial Internship Dean Fowler Internship Retained Reserves	\$1,200 \$300 \$1,100 \$300 \$400 \$600 \$200 \$300 \$5,175 \$1,725 \$13,000 \$3,000

#### ATTACHMENT 1 SCOPE OF WORK

1. PROJECT DESCRIPTION: Section 288.018(1), F.S. establishes a matching grant program (the "Grant Program") to provide funding to regionally based economic development organizations representing rural counties and communities for the purpose of building the professional capacity of their organizations. The Grant Program may also be used by an economic development organization to provide technical assistance to businesses within the rural counties and communities they serve.

The Original Florida Tourism Task Force d/b/a Visit Natural North Florida (Tax Identification Number 59-3534835) ("Grantee") is an entity created and authorized pursuant to the Florida Interlocal Cooperation Act of 1969, section 163.01, Florida Statutes. Grantee promotes the natural historic and cultural attractions of the following counties: Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Taylor, Union and Wakulla. (the "Region"). The Grantee's goal is to enhance the economy, image, and quality of life through expanded tourism in the Region. Grantee has been awarded grant funds under the Program to provide marketing and promotional services, market research and professional enhancement training for the Region.

**2. GRANTEE RESPONSIBILITIES**: Throughout the term of this Agreement, Grantee shall perform the following deliverables identified in this paragraph 2 and in paragraph 3 below.

#### 2.1 Website Maintenance and Operation:

Continue to maintain, host and operate its website, www.naturalnorthflorida.com, in order to better inform potential visitors of attractions and events within the region. Website maintenance may include, but is not limited to verifying and updating existing content.

#### 2.2 Electronic Newsletters:

Create and distribute electronic newsletters to potential visitors regarding tourist-oriented attractions, facilities and events within the Region. Grantee may request reimbursement for a maximum of four (4) electronic distributions.

#### 2.3 Website Blogs:

Post blogs on its website, www.naturalnorthflorida.com, in to inform visitors of tourist-oriented attractions and facilities within the Region.

#### 2.4 Exhibit at Domestic Travel Shows:

The task force will exhibit at a minimum of one(1) domestic travel show. At the shows, the Task Force will staff a booth, distribute brochures, guidebooks and other materials pertaining to the region and answer questions raised by show attendees. A maximum of two(2) Task Force representatives will staff travel show booths.

#### 2.5 Advertising:

The Task Force will engage in advertising campaigns consisting of online digital and/or print media advertising. At a minimum, the Task Force will place one digital or one print advertisement.

#### 2.6 Literature Distribution:

Distribute literature at VISIT FLORIDA welcome centers state-wide. Grantee may request reimbursement for this task a maximum of four (4) times during the agreement period.

#### 2.7 <u>Professional Enhancement Scholarships:</u>

Provide professional enhancement scholarships to Grantee staff, board members and representatives of member organizations to attend training opportunities. Grantee may request reimbursement for inperson, on-line, or virtual training sessions.

#### 2.8 <u>Memberships in Professional Organizations:</u>

Maintain memberships in or join professional organizations including but not limited to the Southeast Tourism Society, VISIT FLORIDA, the Florida Outdoor Writers Association and other tourism related organizations.

#### 3. DEO'S RESPONSIBILITIES:

- **3.1** Monitor the ongoing activities and progress of Grantee as DEO deems necessary, to verify that all activities are being performed in accordance with the Agreement;
- 3.2 Perform Agreement management responsibilities as stated herein;
- **3.3** Reply to reasonable inquires pursuant to the Agreement and,
- **3.4** Review Grantee's invoices for accuracy and thoroughness, and if accepted process invoices on a timely basis.

#### 4. **DELIVERABLES:**

Grantee agrees to provide the following services as specified:

Deliverable No. 1 – Website Maintenance and Enhancements		
Tasks	Minimum Level of Service and Required Documentation	Financial Consequences
Maintain, host and operate website in accordance with Scope of Work 2.1	Grantee must provide ongoing website hosting and operation.  Required Documentation:  Copy of agreement with vendor;  Invoice from provider detailing work completed;  Copy of website analytics.	Failure to maintain, host, and operate website as specified in Scope of Work 2.1 will result in non-payment.
Deliverable No. 2 – Electronic Newsletters		
Tasks	Minimum Level of Service and Required  Documentation	Financial Consequences
Distribute Electronic Newsletters in accordance with Scope of Work 2.2	Grantee must prepare and distribute at least one (1) electronic newsletter. Grantee may request reimbursement for a maximum of four (4) electronic newsletter distributions during the agreement period.  Required Documentation:  Include DEO Agreement Manager on electronic newsletter distribution list  Copy of invoice;  Proof of payment.	Failure to prepare and distribute a minimum of one (1) electronic newsletter as specified in Scope of Work 2.2 will result in non-payment.

Deliverable No. 3 – Website Blogs		
Tasks	Minimum Level of Service and Required	Financial Consequences
	Documentation	•
Post blogs on Grantee's	Post a minimum of one (1) blog on Grantee's	Failure to post a minimum of
website in accordance with	website.	one (1) blog on Grantee's
Scope of Work 2.3	Required Documentation:	website as specified in Scope of
1	Copy of agreement with blogger	Work 2.3 will result in non-
	• Link to each blog	payment.
	Photographer release form if necessary	
	,	
	Model release for if necessary	
	Invoice from blogger	
D.P. LL M. A.P. L.P.	Proof of payment	
Deliverable No. 4 Exhibit at		Einen in Communication
Tasks	Minimum Level of Service and Required	Financial Consequences
Exhibit at domestic travel	Documentation  Creates must exhibit at a minimum of one (1)	Failure to exhibit at a minimum
shows in accordance with	Grantee must exhibit at a minimum of one (1) domestic travel show.	
		of one (1) domestic travel show
Scope of Work 2.4	Required Documentation:	as specified in Scope of Work 2.4 will result in non-payment.
	• Schedule for each show exhibited	2.4 will result in non-payment.
	Copies of completed registrations for each	
	travel show attended	
	Copies of rental agreements if applicable	
	Competed travel documentation for a	
	maximum of two (2) travelers	
Deliverable No. 5 – Advertisi		
Tasks	Minimum Level of Service and Required	Financial Consequences
	Documentation (1) It is a	
Conduct advertising	Grantee must place a minimum of one (1) digital	Failure to place one (1) digital or
campaign in accordance	or print media advertisement.	print media advertisement as
with Scope of Work 2.5	Required Documentation:	specified in Scope of Work 2.5
	Copy of print or digital advertisement	will result in non-payment
	Invoice from provider	
Deliverable No. 6 – Literatur		
Tasks	Minimum Level of Service and Required	Financial Consequences
	Documentation	D 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Distribute literature in	Grantee must distribute a minimum of two	Failure to distribute a minimum
accordance with Scope of	thousand (2,000) pieces of literature. Grantee	of two thousand (2,000) pieces
Work 2.6	may request reimbursement a maximum of four	of literature as specified in
	(4) times during the agreement period.	Scope of Work 2.6 will result in
	Required Documentation:	non-payment.
	• 1 sample of each brochure distributed	
	Copy of distribution list and number distributed	
	Invoice from provider	
	<u> </u>	
Deliverable No. 7 – Profession	Proof of payment  Propal enhancement scholarships  Proof of payment	
	onal enhancement scholarships	Financial Consequences
Deliverable No. 7 – Professio Tasks		Financial Consequences

Professional enhancement scholarships in accordance with Scope of Work 2.7	Grantee must provide one (1) professional enhancement scholarship.  Required documentation:  Completed event registration forms  Invoice for registration fee  Agenda for each event  Summary of how attendance at the event built professional capacity  Completed travel documentation	Failure to provide a minimum of one (1) professional enhancement scholarship as specified in Scope of Work 2.7 will result in non-payment.
	memberships in professional organizations	
Tasks	Minimum Level of Service and Required	Financial Consequences
	Documentation	
Maintain memberships in	Grantee must maintain membership in one (1)	Failure to maintain membership
or join professional	professional organization.	in one (1) professional
organizations in	Required Documentation:	organization as specified in
accordance with Scope of	Copy of registration for each professional	Scope of Work 2.8 will result in
Work 2.8	organization membership joined or	non-payment.
	maintained	
	Total	Costs Not to Exceed \$50,000.00

COST SHIFTING: The deliverable amounts specified within the Deliverables section 4 table above are established based on the Parties' estimation of sufficient delivery of services fulfilling grant purposes under the Agreement in order to designate payment points during the Agreement Period; however, this is not intended to restrict DEO's ability to approve and reimburse allowable costs Grantee incurred providing the deliverables herein. Prior written approval from DEO's Agreement Manager is required for changes to the above Deliverable amounts that do not exceed 10% of each deliverable total funding amount. Changes that exceed 10% of each deliverable total funding amount will require a formal written amendment request from Grantee, as described in MODIFICATION section of the Agreement. Regardless, in no event shall DEO reimburse costs of more than the total amount of this Agreement.

#### 5. REPORTING

- 5.1 Quarterly: Grantee shall provide a quarterly report listing all progress relating to the Deliverables in Section 4. Quarterly reports are due to DEO within 30 calendar days after the end of each quarter, until submission of the final invoice package. The ending dates for each quarter of the program year are April 30, 2021, July 31, 2021, October 31, 2021 and January 20, 2022. The quarterly report shall include a summary of project progress, indicating percentage of completion of each Deliverable, the Minority and Service-Disabled Veteran Business Enterprise Report, and all additional reports which are required pursuant to this Agreement, including but not limited to, reports documenting the positive return on investment to the State that results from Grantee's project and its use of Award Funds. The summary shall also include any issues or events occurring which affect the ability of the Grantee to meet the terms of this Agreement. If all required reports and copies are not sent to DEO or are not completed in a manner acceptable to DEO, payments may be withheld until the reports are properly completed or otherwise allowable by law.
- **5.2** <u>Minority and Service-Disabled Veteran Business Enterprise Report:</u> Quarterly, Grantee shall provide a Minority and Service-Disabled Veteran Business Enterprise Report for each invoice period summarizing the participation of certified and non-certified minority and service-disabled veteran subcontractors and material

suppliers for that period and the project to date. Grantee shall include the names, addresses, and dollar amount of each certified and non-certified Minority Business Enterprise and Service-Disabled Veteran Enterprise participant. DEO's Minority Coordinator can be reached at (850) 245-7471 to answer concerns and questions.

- **5.3** <u>Close-out Report</u>: No later than 60 calendar days after the Agreement ends or is terminated, Grantee shall provide copies of all paid invoices to document completed work.
- 6. INVOICE SUBMITTAL AND PAYMENT SCHEDULE: DEO shall pay Grantee in accordance with the following schedule in the amount identified per deliverable in Section 4 above. The deliverable amount specified does not establish the value of the deliverable. In accordance with the requirements of s. 215.971(1), F.S., and the Audit Requirements and Compliance section of this Agreement, Grantee and its subcontractors may only expend funding under this Agreement for allowable costs resulting from obligations incurred during the Agreement period.
- 6.1 Grantee shall provide one invoice per quarter for all services rendered during the applicable period. Grantee shall submit invoices as set forth below to be eligible to receive and retain payment for the performance of duties and completion of deliverables set forth above. Grantee shall submit all documentation necessary to support Grantee's expenditures. DEO may request any information from Grantee that DEO deems necessary to verify that Grantee has performed the services for which payment is requested. Grantee's submission of each invoice package is Grantee's certification that it has performed the services and incurred the costs in compliance with all applicable laws and the terms of this Agreement. Grantee will provide invoices in accordance with the requirements of the Reference Guide for State Expenditures available at: <a href="https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf">https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf</a>. Invoices must be legible and must clearly reflect the performance for which payment is sought. Payment does not become due under this Agreement until DEO accepts and approves the invoiced deliverable(s) and any required report(s). At DEO's option, Grantee may submit invoices electronically. Grantee shall submit its final invoice for payment to DEO no later than 60 days after this Agreement ends and DEO may, at DEO's sole and absolute discretion, refuse to honor any requests for payment submitted after this deadline.
- **6.2** Invoices must contain the Grantee's name, address, federal employer identification number or other applicable Grantee identification number, the Agreement number, the invoice number, and the invoice period. Grantee shall submit the following documents with the itemized invoice:
- **6.2.1** A cover letter signed by the Grantee's Chairperson of the Board of Directors certifying that the costs being claimed in the invoice package: (1) are specifically for the project represented to the State in the budget appropriation; (2) are for one or more of the components as stated in Section 4, Deliverables, of this Scope of Work; (3) have been paid; and (4) were incurred during the Agreement period.
- **6.2.2** Grantee's invoices shall include the date, period in which work was performed, amount of reimbursement, and work completed to date;
  - **6.2.3** Travel documentation with a completed State of Florida Travel Reimbursement Form, <a href="https://www.myfloridacfo.com/Division/AA/Forms/DFS-AA-15VoucherforReimbursement.xlsx">https://www.myfloridacfo.com/Division/AA/Forms/DFS-AA-15VoucherforReimbursement.xlsx</a>;
  - **6.2.4** A copy of all supporting documentation for vendor payments;
  - **6.2.5** A copy of the cancelled check(s) specific to the project; and
  - **6.2.6** A copy of the bank statement that includes the cancelled check.
- **6.2.7** Proof of Financial Match indicating the amount of non-state Matching Funds raised to date, the name of the organization, business or person making the donation, the date and amount of the donation, check

number and a copy of the check. Documentation for in-kind donations shall include, the name and contact information of the entity providing in-kind donation and the date and value of the donation.

- **6.3** The State may require any other information from Grantee that the State deems necessary to verify that the services have been rendered under the Agreement.
- 6.4 All documentation necessary to support payment requests must be submitted with Grantee's invoice for DEO's review.
- 7. FINANCIAL CONSEQUENCES FOR FAILURE TO TIMELY AND SATISFACTORILY PERFORM: Failure to complete all deliverables in accordance with the requirements of this Agreement, and most particularly the deliverables specified above in Section 4, Deliverables, will result in DEO's assessment of the specified financial consequences. If appropriate, should the Parties agree to a corrective action plan, the plan shall specify additional financial consequences to be applied after the effective date of the corrective action plan. This provision for financial consequences shall in no manner affect DEO's right to terminate the Agreement as provided elsewhere in the Agreement.

- End of Attachment 1 (Scope of Work) -

Florida Department of Economic Opportunity
Fiscal Year 2020-21 Regional Rural Development Grant
(January 20, 2021 - January 19, 2022)
Proposed Deliverables and Cost Estimates
September 10, 2020

Cost Estimates	
9/10/2020	Delivelable
\$6,000.00	\$6,000.00   Website Hosting & Maintenance
\$0.00	\$0.00 VISIT FLORIDA Retargeting Campaign
\$5,100.00	\$5,100.00 Website Blogs
\$0.00	\$0.00 Town Blogs
\$0.00	\$0.00 Design and Print Collateral Material
\$7,500.00	\$7,500.00 Domestic Travel Shows (1 show)
\$9,000.00	\$9,000.00 Print Advertising (Florida Transportation Map)
\$0.00	\$0.00 Digital Advertising Campaign (Facebook, Google Adword search)
\$6,900.00	\$6,900.00 Scholarships (4 Scholarships)
\$0.00	\$0.00 VisaVues
\$1,500.00	\$1,500.00 Professional Organization Memberships
\$6,500.00	\$6,500.00   Quarterly eNewsletters
\$7,500.00	\$7,500.00 Administration
\$50,000.00   Total	Total

A bill to be entitled

An act relating to Florida tourism marketing; amending s. 288.1226, F.S.; authorizing the Florida Tourism Industry Marketing Corporation to carry forward unexpended state appropriations into succeeding fiscal years; removing the scheduled repeal of the corporation; amending s. 288.923, F.S.; removing the scheduled repeal of the Division of Tourism Marketing within Enterprise Florida, Inc.; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Subsection (14) of section 288.1226, Florida Statutes, is amended, and paragraph (q) is added to subsection (5) of that section, to read:

288.1226 Florida Tourism Industry Marketing Corporation; use of property; board of directors; duties; audit.—

(5) POWERS AND DUTIES.—The corporation, in the performance of its duties:

(q) May carry forward any unexpended state appropriations into succeeding fiscal years.

(14) REPEAL.—This section is repealed October 1, 2023, unless reviewed and saved from repeal by the Legislature.

Section 2. Subsection (6) of section 288.923, Florida Statutes, is amended to read:

288.923 Division of Tourism Marketing; definitions; responsibilities.—

(6) This section is repealed October 1, 2023, unless

30 reviewed and saved from repeal by the Legislature. 31 Section 3. This act shall take effect upon becoming a law. 1 2

A bill to be entitled

An act relating to tourism marketing entities; amending s. 288.1226, F.S.; authorizing the Florida Tourism Industry Marketing Corporation to carry forward any unexpended state appropriations into succeeding fiscal years; abrogating the scheduled repeal of provisions establishing the Florida Tourism Industry Marketing Corporation, a direct-support organization of Enterprise Florida, Inc.; amending s. 288.923, F.S.; abrogating the scheduled repeal of provisions establishing the Division of Tourism Marketing within Enterprise Florida, Inc.; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Subsection (14) of section 288.1226, Florida Statutes, is amended and paragraph (q) is added to subsection (5) of that section to read:

288.1226 Florida Tourism Industry Marketing Corporation; use of property; board of directors; duties; audit.—

- (5) POWERS AND DUTIES.—The corporation, in the performance of its duties:
- (q) May carry forward any unexpended state appropriations into succeeding fiscal years.

(14) REPEAL.—This section is repealed October 1, 2023,
unless reviewed and saved from repeal by the Legislature.
Section 2. Subsection (6) of section 288.923, Florida
Statutes, is amended to read:
288.923 Division of Tourism Marketing; definitions;
responsibilities.—
(6) This section is repealed October 1, 2023, unless
reviewed and saved from repeal by the Legislature.
Section 3. This act shall take effect upon becoming a law.

#### The Original Florida Tourism Task Force MEMBERS as of 7/16/2020

#### ALACHUA COUNTY

(\$15,000 - 3 votes)

#### Brian Avery

Lecturer

University of Florida Department of Sport
Management and Director of Engaged Learning
and Outreach
FLG 302 P.O. Box 118208
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(w) 352.294.6922
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#### Jodi Biggar

Tourist Program Coordinator Visit Gainesville/Alachua County 33 North Main Street Gainesville, FL 32601 (w) 352.275.4297 Jbiggar@alachuacounty.us

#### Ron Gromoll

Visiting Lecturer University of Florida Department of Tourism, Hospitality & Event Management FLG 190A, P.O. Box 118205 Gainesville, FL 32611 (w) 352.294.3064 rgromoll@ufl.edu

#### **BRADFORD COUNTY**

(\$3,000 - 2 votes)

#### William Sexton, Vice-Chair

Bradford County Attorney 945 North Temple Avenue Starke, FL 32091-2210 will\_sexton@bradfordcountyfl.gov (w) 904.368.3902

#### The Honorable Daniel Riddick

Bradford County
Board of County Commissioners
945 North Temple Avenue
Starke, FL 32091
(w) 352.473.7033
(o) 904.966.6327
(f) 352.473.5907
bccriddick@yahoo.com

#### **COLUMBIA COUNTY**

(\$8,000 3 votes)

#### Rod Butler

General Manager Holiday Inn Hotel and Suites 213 SW Commerce Boulevard Lake City, FL 32025-1501 (w) 386.487.1080 gm@hilakecityfl.com

#### Alden Rosner

Sports Marketing Director Columbia County Tourist Development Council P.O. Box 1847 Lake City, FL 32056 (w) 386.719.1453 arosner@columbiacountyfla.com www.southsidesportscomplex.com

#### Paula R. Vann

Executive Director Columbia County Tourist Development Council P.O. Box 1847 Lake City, FL 32056 (w) 386.758.1312 pvann@columbiacountyfla.com www.springsrus.com

#### **DIXIE COUNTY**

(\$2,000 - 2 votes)

#### Vacant

#### Russ McCallister

Suwannee Guides and Outfitters PO Box 1345 Old Town, FL 32680 (w) 352.542.8331 (h) 352.325.1520 (c) 352.258.0189 russ776@bellsouth.net www.visitdixie.com www.suwanneeguides.com

#### **GILCHRIST COUNTY**

(\$2,000 - 2 votes)

#### The Honorable Lee Deen

Mayor, City of Trenton 114 North Main Street Trenton, FL 32693-3440 (o) 352.463.4007 WLDeen6757@gmail.com

#### Patricia Watson

Executive Administrative Assistant City of Trenton 500 North Main Street Trenton, FL 32693 (w) 352.463.4000 pwatson@trentonflorida.org

#### **HAMILTON COUNTY**

(\$2,000 - 2 votes)

Vacant

Vacant

#### **JEFFERSON COUNTY**

(\$2,000 - 2 votes)

#### Katrina Richardson, Secretary/Treasurer

Executive Director
Monticello-Jefferson County
Chamber of Commerce
420 West Washington Street
Monticello, FL 32344
(w) 850.997.5552
info@monticellojeffersonfl.com

#### David Ward

Monticello-Jefferson County Tourism Development Council 420 West Washington Street Monticello, FL 32344 (w) 850.519.5543 dwardpa@embargmail.com

#### **LAFAYETTE COUNTY**

(\$1,000 - 1 vote)

#### Craig Colton

Suwannee River Rendezvous 828 NE Primrose Road Mayo, FL 32066 (w) 386.294.2510 craigcolton@suwanneeriverrendezvous.com

#### **LEVY COUNTY**

(\$4,000 - 2 votes)

#### Carol McQueen

9207 Florida Street Fanning Springs, FL 32693 (h) 352.221.2946 carolmcqueen44@gmail.com

#### Tisha Whitehurst

Director Levy County Visitors Bureau 607 South West 1st Avenue Williston, FL 32696 (w) 352.528.4030 tourism@visitnaturecoast.com

#### MADISON COUNTY

(\$3,000 - 2 votes)

#### Jackie Blount

Madison County Chamber of Commerce & Tourism 182 NW College Loop Madison, FL 32340 (c) 850.673.1046 jacquelyneblount@yahoo.com

#### Marlene Squires-Swanson

Madison County Chamber of Commerce & Tourism 182 NW College Loop Madison, FL 32340 (w) 850.973.2788 marlene@madisonfl.org

#### **SUWANNEE COUNTY**

(\$4,000 - 2 votes)

#### Charissa Setzer

Marketing Coordinator Suwannee County Tourism Development Council 220 Pine Avenue SW Live Oak, FL 32064 (w) 386.330.2220 (c) 386.688.3871 charissas@suwcountyfl.gov www.visitsuwannee.com

#### Teena Peavy

Marketing Director
Spirit of the Suwannee Music Park
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#### **TAYLOR COUNTY**

(\$4,000 - 2 votes)

#### Dawn Perez, Chair

Executive Director
Taylor County Chamber of Commerce
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www.taylorcountychamber.com

#### Sandy Beach

20845 Keaton Beach Drive Perry, FL 32348 850.578.2898 (c) 850.843.1546 sandybeach8431546@gmail.com

#### **UNION COUNTY**

(\$1,000 - 1 vote)

#### Dale Walker

City Manager City of Lake Butler 200 SW 1st Street Lake Butler, Fl. 32054-2016 (w) 386.496.3401 dwalker@cityoflakebutler.com

#### WAKULLA COUNTY

(\$3,000 - 2 votes)

#### Natalie Knowles

Procurement and Contract Coordinator
Wakulla County Board of County
Commissioners
3093 Crawfordville Hwy.
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#### Thomas Herndon

Outreach Coordinator
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www.visitwakulla.com

#### **STAFF**

#### Lauren Yeatter

Senior Planner
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#### Scott R. Koons

Executive Director Visit Natural North Florida 2009 NW 67th Place Gainesville, FL 32653 (w) 352.955.2200 ext. 101 koons@ncfrpc.org

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### THE ORIGINAL FLORIDA TOURISM TASK FORCE VOLUNTEERS, CONSULTANTS AND OTHERS

#### as of 6/11/2020

#### **VOLUNTEERS, CONSULTANTS AND OTHERS**

Donna Creamer - Travel Show Coordinator
Staff Assistant
Gilchrist County Tourist Development Council
209 SE 1st Street
Trenton, FL 32693
(w) 352.463.3198

(c) 352.210.1827

dcreamer@gilchrist.fl.us

www.VisitGilchristCounty.com

#### Roland Loog - Volunteer

1907 NW 10th Avenue Gainesville, FL 32605 (h) 352.375.2060 (c) 352.231.2077 rolandgerri@aol.net

#### Lois Nevins

By All Means Travel 7513 NW County Road 235 Alachua, FL 32615 (w) 386.418.0242 byallmeanstravel@hotmail.com

#### Tommy Thompson - Blogger

Two Tree, Inc. 24 NW 33rd Court, Suite A Gainesville, FL 32607 (c) 352.284.1763 captommy@me.com

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### 2021 Visit Natural North Florida Meeting Dates and Counties



Third Thursday of each month, subject to change with advance notice.

January 21:	Taylor County
February 18:	VIRTUAL
March 18:	VIRTUAL
April 15:	Gilchrist County
May 20:	Jefferson County
June 17:	tbd
July 15:	tbd
August 19:	Levy County
September 16:	Dixie County
October 21:	tbd
November 18:	tbd
December 16:	Alachua County (Council Office)

Alachua	
Bradford	
Columbia	
Dixie	
Gilchrist	
Hamilton	
Jefferson	
Lafayette	
Levy	
Madison	
Suwannee	
Taylor	
Union	
Wakulla	