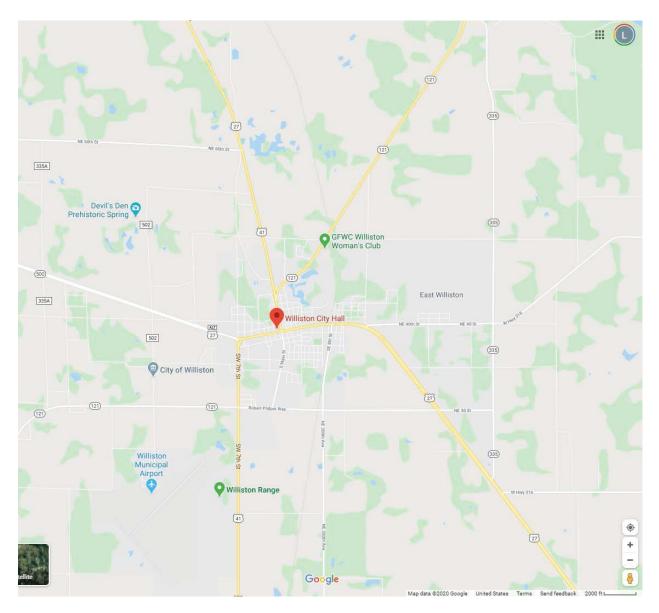


MEETING NOTICE

There will be a meeting of the Original Florida Tourism Task Force on October 20, 2022. The meeting will be held at City of Williston City Hall, 50 NW Main Street, Williston, Florida, beginning at 10:00 a.m.



City of Williston City Hall 50 NW Main Street Williston, FL 32696

The Original Florida

Visit Natural NORTH FLORIDA

TOURISM TASK FORCE Meeting Agenda

50 NW		October 20, 2022 Thursday, 10:00 a.m.		
		PAGE NO.		
I.	Call to Order, Introductions			
II.	Approval of Agenda	3		
III.	Approval of September 15, 2022 Meeting Minutes	5		
IV.	Old Business			
	A. Committee Reports			
	1. Finance Committee			
	a. Monthly Financial Report Review and Approval - August 31, 2	2022 9		
	 B. Fiscal Year 2021-22 Regional Rural Development Grant 1. Website 2. e-newsletter 3. Website Blogs 4. Marketing Materials 5. Domestic Travel Shows 6. Advertising Campaign Meridian Pursuit Presentation 7. Brochure Distribution 8. Scholarships 9. Professional Organization Memberships 	33 41		
	C. VISIT FLORIDA			
	1. Monthly Report			
	D. Staff Items			
	1. Task Force Retreat			
	E. Other Old Business			
	 Update Task Force Member Contact Information 2022 Meeting Dates and Locations 	51 55		
	F. Announcements			

V. NEW BUSINESS

- VI. Leadership Forum TBD
- VII. Adjournment

Date and Location of Next Meeting:

The next regular Task Force meeting will held in conjunction with the Task Force Retreat being held on November 17 -18, 2022 in Suwannee County at the Spirit of the Suwannee Music Park.



MINUTES OF **The Original Florida** TOURISM TASK FORCE

Off The Beet (Old Quilt Shop) 517 North Main Street Trenton, Florida September 15, 2022 Thursday, 10:00 a.m.

MEMBERS PRESENT

Ron Gromoll, Alachua County Will Sexton, Bradford County, Vice-Chair Ryan Fulford, Dixie County Russ McCallister, Dixie County Bryan Freeman, Gilchrist County Patricia Watson, Gilchrist County Katrina Richardson, Jefferson County Craig Colton, Lafayette County, Chair Tisha Whitehurst, Levy County Jennifer Poore, Madison County Charissa Setzer, Suwannee County Teena Peavey, Suwannee County Teena Peavey, Suwannee County Dawn Perez, Taylor County Dale Walker, Union County

OTHERS PRESENT

Natalie Anderson, University of Florida Institute of Food and Agricultural Sciences Jeffrey Cary, Dixie County Donna Creamer, Travel Show Coordinator Brenna Dacks, VISIT FLORIDA Kay McCallister, Dixie County Hailey Milligan, University of Florida Student Tourism, Events and Recreation Management Jesse Sampley, Dixie County Natalie Sturmer, University of Florida Institute of Food and Agricultural Sciences

MEMBERS ABSENT

Brian Avery, Alachua County Elizabeth Reyes, Alachua County Daniel Riddick, Bradford County Rod Butler, Columbia County Alden Rosner, Columbia County Paula Vann, Columbia County Chadd Mathis, Hamilton County Mia Mauldin, Hamilton County Mia Mauldin, Hamilton County David Ward, Jefferson County Carol McQueen, Levy County Sandy Beach, Taylor County Thomas Herndon, Wakulla County Natalie Knowles, Wakulla County

STAFF PRESENT

Lauren Yeatter

CALL TO ORDER, INTRODUCTIONS

Noting the presence of a quorum, Chair Craig Colton called the meeting to order at 10:05 a.m.

II. GUEST SPEAKER - Leslie Sturmer, University of Florida, Institute of Food and Agricultural Sciences

Leslie Sturmer, University of Florida, Institute of Food and Agricultural Sciences, made a presentation concerning the Big Bend Shellfish Trail Map.

III. APPROVAL OF THE AGENDA

Chair Colton requested approval of the meeting agenda, as presented.

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

IV. APPROVAL OF THE AUGUST 18, 2022 MINUTES

Chair Colton asked for approval of the August 18, 2022 meeting minutes.

ACTION: Ron Gromoll moved and Teena Peavey seconded to approve the August 18, 2022 minutes as presented. The motion passed unanimously.

- IV. OLD BUSINESS
 - A. Committee Reports
 - 1. Finance Committee Report
 - a. Monthly Financial Report Review and Approval -

July 31, 2022

- ACTION: Dale Walker moved and Tisha Whitehurst seconded to accept the July 31, 2022 monthly financial report as presented. The motion passed unanimously.
 - b. Adoption of Fiscal Year 2022-23 Budget

ACTION: Tisha Whitehurst moved and Dale Walker seconded to adopt the Fiscal Year 2022-23 Budget as presented. The motion passed unanimously.

- B. Fiscal Year 2021-22 Regional Rural Development Grant
 - 1. Website
 - 2. e-newsletter
 - 3. Website Blogs Advance Travel Presentation
 - 4. Marketing Materials
 - 5. Domestic Travel Shows
- ACTION: Dawn Perez moved and Katrina Richardson seconded to approve to have the Task Force pay the registration fees and travel expenses for two Task Force representatives to attend the Atlanta Travel and Adventure Show, Washington DC Travel and Adventure Show and the Georgia RV Show. The motion passed unanimously.
 - 6. Advertising Campaign
 - 7. Brochure Distribution
 - 8. Scholarships
 - 9. Professional Organization Memberships
 - C. Fiscal Year 2022-23 Regional Rural Development Grant
 - 1. Application, Budget, and Deliverables for Fiscal Year 2022-23

ACTION: Tisha Whitehurst moved and Ron Gromoll seconded to submit the application, budget and deliverables for the Fiscal Year 2022-23 Regional Rural Development Grant to the Florida Department of Economic Opportunity. The motion passed unanimously.

10/20/22

Date

D. VISIT FLORIDA -

- 1. Monthly Report
- 2. VISIT FLORIDA Domestic Press Trip

E. Staff Items

- 1. Task Force Retreat
- F. Other Old Business
 - 1. Updated Task Force Member Contact Information
 - 2. 2022 Meeting Dates and Locations
- G. Announcements None
- V. NEW BUSINESS None
- VI. LEADERSHIP FORUM None

VII. ADJOURNMENT

Date and Location of next meeting

The next regular meeting is scheduled for 10:00 a.m., October 20, 2022 to be held in Levy County at a location to be determined.

The meeting adjourned at 1:09 p.m.

Craig Colton, Chair

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

4:25 PM 10/10/22

Accrual Basis

The Original Florida Tourism Task Force Balance Sheet

As of August 31, 2022

	Aug 31, 22
ASSETS Current Assets Checking/Savings Cash in Bank - Capital City	175,120.16
Total Checking/Savings	175,120.16
Accounts Receivable Accounts Receivable	4,449.77
Total Accounts Receivable	4,449.77
Other Current Assets Prepaid Expense Prepaid Registration Fees	447.06 1,999.00
Total Other Current Assets	2,446.06
Total Current Assets	182,015.99
TOTAL ASSETS	182,015.99
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable Accounts Payable	1,120.06
Total Accounts Payable	1,120.06
Total Current Liabilities	1,120.06
Total Liabilities	1,120.06
Equity Unrestricted Earnings Net Income	156,108.50 24,787.43
Total Equity	180,895.93
TOTAL LIABILITIES & EQUITY	182,015.99

-10-

<u>It</u>

4:25 PM

10/10/22

Accrual Basis

The Original Florida Tourism Task Force Profit & Loss October 2021 through August 2022

	Oct '21 - Aug 22
Income Co-op Reg. Market. Prog. Fee FDEO-Regional Dev. Grant 20/21 FDEO-Regional Dev. Grant 21/22	54,000.00 33,907.31 4,449.77
Total Income	92,357.08
Gross Profit	92,357.08
Expense Legal Expenses Marketing Collateral Materials e-newsletter	315.96
Total Collateral Materials	315.96
Public Relations Advertising Florida Travel & Lifestyles Official Vistiors Guide Transportation Map	2,700.00 8,303.25 9,000.00
Total Advertising	20,003.25
Total Public Relations	20,003.25
Trade Shows Atlanta Travel & Adventure Show FL Huddle 2022	6,181.34 1,260.41
Total Trade Shows	7,441.75
Website Bloggers Fees Web Hosting Services Total Website	4,250.00 6,000.00 10,250.00
Total Marketing	38,010.96
Memberships Florida Outdoor Writers Assoc Southeast Tourism Society Visit Florida Memberships - Other	175.00 325.00 750.00 250.00
Total Memberships	1,500.00
Miscellaneous	789.00
NCFRPC Contractual Services	24,954.50
Postage Professional Enhancements Marketing College	118.92 2,135.02
Total Professional Enhancements	2,135.02
Total Expense	67,569.65
Net Income	24,787.43

4:25 PM

10/10/22 Accrual Basis

The Original Florida Tourism Task Force Profit & Loss August 2022

	Aug 22
Expense Miscellaneous	439.00
Total Expense	439.00
Net Income	-439.00

The Original Florida Tourism Task Force Reconciliation Summary Cash in Bank - Capital City, Period Ending 08/31/2022

	Aug 31, 22	
Beginning Balance Cleared Transactions		127,934.12
Checks and Payments - 3 items Deposits and Credits - 1 item	-2,349.00 50,000.00	
Total Cleared Transactions	47,651.00	
Cleared Balance		175,585.12
Uncleared Transactions Checks and Payments - 2 items	-464.96	
Total Uncleared Transactions	-464.96	
Register Balance as of 08/31/2022		175,120.16
New Transactions Checks and Payments - 1 item	-1,092.60	
Total New Transactions	-1,092.60	
Ending Balance		174,027.56

10:30 AM

09/12/22

The Original Florida Tourism Task Force Reconciliation Detail Cash in Bank - Capital City, Period Ending 08/31/2022

Туре	Date	Num	Name	Clr	Amount	Balance
Beginning Balance	· · · · · · · · · · · · · · · · · · ·					127,934.12
Cleared Tran						
	nd Payments - 3 item			v	-1.350.00	-1,350.00
Bill Pmt -Check	• • • • = • = = = =	1594	South Shore Media	X X	-600.00	-1,950.00
Bill Pmt -Check	01120100	1592	Koons, Scott	X	-399.00	-2,349.00
Bill Pmt -Check	07/28/2022	1595	VisitFlorida	^		
Total Cheo	cks and Payments				-2,349.00	-2,349.00
Deposits Deposit	and Credits - 1 item 08/29/2022			х	50,000.00	50,000.00
i i	osits and Credits			_	50,000.00	50,000.00
	Transactions			-	47,651.00	47,651,00
Cleared Balance				-	47,651.00	175,585.12
Uncleared T						
	nd Payments - 2 iten	15				
Bill Pmt -Check		1596	Colton, Craig		-235.02	-235.02
Bill Pmt -Check		1597	Perdue, Danielle		-229.94	-464.96
Total Che	cks and Payments				-464.96	-464.96
Total Unclear	ed Transactions				-464.96	-464.96
Register Balance as	s of 08/31/2022				47,186.04	175,120.16
New Transa						
Checks a Bill Pmt -Check	nd Payments - 1 iten 09/08/2022	n 1598	Yeatter, Lauren		-1,092.60	-1,092.60
					-1,092.60	-1,092.60
Total Che	cks and Payments			-		
Total Che	cks and Payments ansactions				-1,092.60	-1,092.60

ACCOUNT STATEMENT



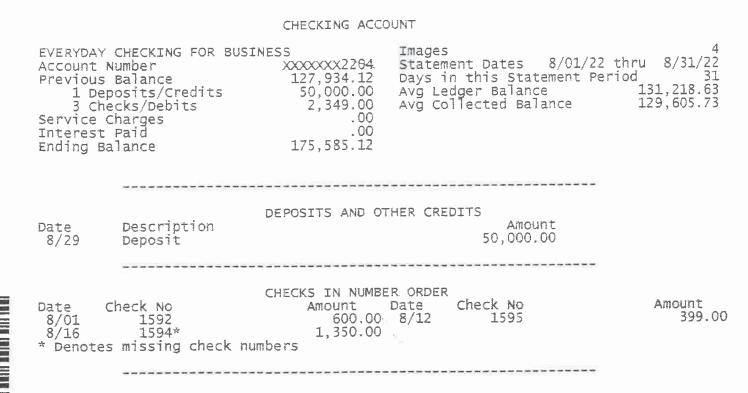
P.O. Box 900 Tallahassee, FL 32302



00002345 FCC31545090122102118 01 000000000 THE ORIGINAL FLORIDA TOURISM TASK FORCE 2009 NW 67TH PL GAINESVILLE FL 32653-1603

Date 8/31/22 Primary Account Page 1 XXXXXXX2204

Zelle lets you skip the ATM. Send money directly to enrolled family and friends from your online banking or CCBMobile App. Enroll today and find out more at ccbg.com/zelle. Terms and conditions apply.



RECEIVED

SEP 06 2022

NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

-15-

CAPITAL CITY BANK

2

Page

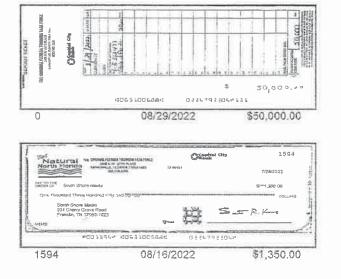
XXXXXXX2204

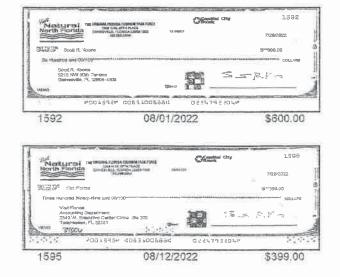
THE ORIGINAL FLORIDA TOURISM TASK FORCE Date 8/31/22 2009 NW 67TH PL Primary Account GAINESVILLE FL 32653-1603

EVERYDAY CHECKING FOR BUSINESSXXXXXX2204 (Continued)DAILY BALANCE INFORMATIONDateBalance8/01127,334.128/12126,935.128/29175,585.12

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



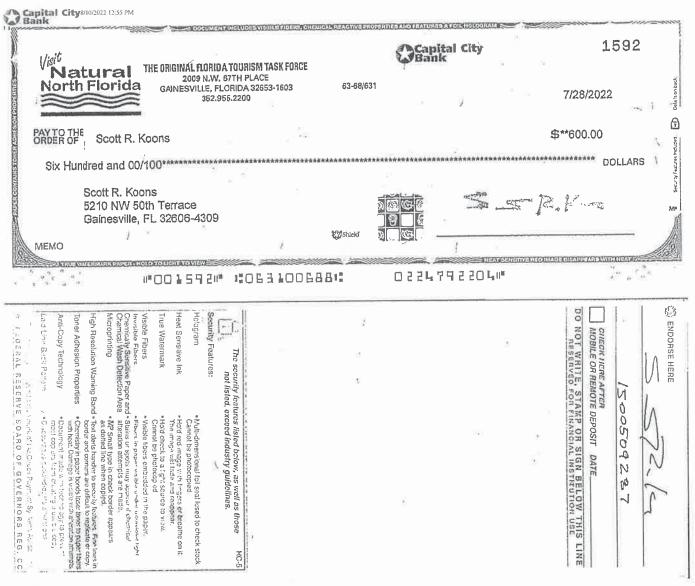




382

-18-

Firefox



Amount: \$-600.00

Statement Description: Check Check Number: 1592 Posted Date: 8/1/2022 Type: Debit

Type: Debit Status: Posted

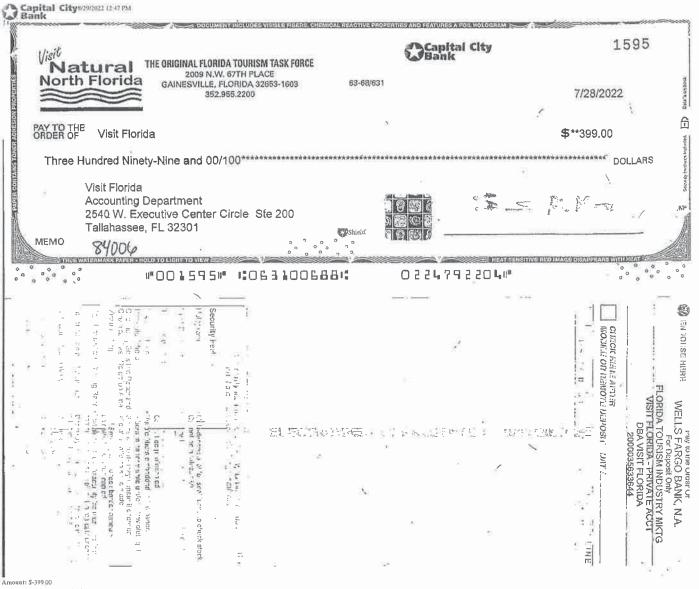


Amount: \$-1,350.00

Statement Description: Check Check Number: 1594 Posted Date: 8/16/2022 Type: Debit

Status: Posted

Firefox



Statement Description: Check

Check Number: 1595 Posted Date: 8/12/2022

Type: Debit Status: Posted

Scott R. Koons

Sty

INVOICE

5210 N.W. 50th Terrace Gainesville, FL 32606 Ph: 352.377.5789 DATE: June 10, 2022 INVOICE # 44 FOR: U.S. Patent Trademark

Bill To: The Original Florida Tourism Task Force

2009 NW 67th Place Gainesville, FL 32653-1603 352.955.2200

83011

DESCRIPTION	AMOUNT
Nature Is Our Theme Park Trademark Registration Fee	\$ 350.00
JUL 26 2022	
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL	
Approved for Payment	
TOTA	\$ 350.00

Scott R. Koons

SK



5210 N.W. 50th Terrace Gainesville, FL 32606 Ph: 352.377.5789 DATE: July 1, 2022 INVOICE # 45 FOR: Ride With GPS Membership 22-23

Bill To: The Original Florida Tourism Task Force

2009 NW 67th Place Gainesville, FL 32653-1603 352.955.2200

8208

DESCRIPTION		AMOUNT		
Ride With GPS Club Membership 7/1/22- 6/30/23		\$	250.00	
RECEIVED				
JUL 26 2022				
NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL				
Approved for Payment				
SRL				
	TOTAL	\$	250.00	

-28-

The Original Florida Tourism Task Force Income and Expenses - Budget vs. Actual As of August 31, 2022

(These financial statements are unaudited)

	Budget	August 2022	Year to Date	Over/(Under) Budget
Co-op Regional Marketing Program Fee	54,000.00	0.00	54,000.00	0.00
DEO Rural Development Grant 20/21	40,600.00	0.00	33,907.31	(6,692.69)
DEO Rural Development Grant 21/22	23,300.00	0.00	4,449.77	(18,850.23)
VisitFlorida Rural Area Opportunity Grant 21/22	0.00	0.00	0.00	0.00
VisitFlorida Rural Area Opportunity 21/22 In-Kind	0.00	0.00	0.00	0.00
Total Income	117,900.00	0.00	92,357.08	(25,542.92)
Expenses				
Marketing				
Planning				
VisaVues Domestic & International Editions	0.00	0.00	0.00	0.00
Total Planning	0.00	0.00	0.00	0.00
Collateral Materials				
Print Ultimate Bicycle Guide	0.00	0.00	0.00	0.00
Print Exhilarating Natural North FI Brochure	0.00	0.00	0.00	0.00
Total Collateral Materials	0.00	0.00	0.00	0.00
Website				
Website Blogs	8,900.00	0.00	4,250.00	(4,650.00)
Web Hosting & Maintenance Services	6,000.00	0.00	6,000.00	0.00
Total Website	14,900.00	0.00	10,250.00	(4,650.00)
Trade Shows				
Whistles & Other Promotional Items	0.00	0.00	0.00	0.00
Popup and/or Cloth Displays - VF In-Kind	0.00	0.00	0.00	0.00
Welcome Center Rack Space - VF In-Kind	0.00	0.00	0.00	0.00
Adventure Travel Training 4 Day-VF In-Kind	0.00	0.00	0.00	0.00
Consumer Influencer-VF In-Kind	0.00	0.00	0.00	0.00
VF Atlanta Camping & RV Show	0.00	0.00	0.00	0.00
VF New York Times Travel Show	0.00	0.00	0.00	0.00
VF Chicago RV & Camping Show	0.00	0.00	0.00	0.00
VF Toronto Outdoor Adventure Show	0.00	0.00	0.00	0.00
VF Washington DC Travel & Adventure Show	0.00	0.00	0.00	0.00
VF Florida Huddle 2022	0.00	0.00	1,260.41	1,260.41
DEO Georgia RV & Camper Show	7,500.00	0.00	0.00	(7,500.00)
DEO Atlanta Travel & Adventure Show	0.00	0.00	5,081.34	5,081.34
Total Trade Shows	7,500.00	0.00	6,341.75	(1,158.25)

The Original Florida Tourism Task Force Income and Expenses - Budget vs. Actual As of August 31, 2022

(These financial statements are unaudited)

	Budget	August 2022	Year to Date	Over/(Under) Budget
Advertising				, . , .
Digital Advertising Campaign 2021-22	0.00	0.00	0.00	0.00
FI Vacation Planner Print Ad 2021-22	0.00	0.00	8,303.25	8,303.25
Digital Retargeting Campaign 2021-22	0.00	0.00	0.00	0.00
Facebook Ad Campaign 2021-22 - In-Kind	0.00	0.00	0.00	0.00
FI Trans Map Print Advertisement 2021-22	9,000.00	0.00	9,000.00	0.00
Quarterly eNewsletters	11,000.00	0.00	5,315.96	(5,684.04)
Go! Adventure Planning Guide Virtual	0.00	0,00	0.00	0.00
Florida Travel & Lifestyles	0.00	0.00	2,700.00	2,700.00
Total Advertising	20,000.00	0.00	25,319.21	5,319.21
Total Marketing Expenses	42,400.00	0.00	41,910.96	(489.04)
Administration				
NCFRPC - Admin VF & DEO 2020-21	7,500.00	0.00	1,875.00	(5,625.00)
NCFRPC - Admin VF & DEO FY 2021-22	5,600.00	0.00	3,750.00	(1,850.00)
NCFRPC - Admin Program Fees	12,500.00	0.00	9,375.00	(3,125.00)
Bank Charges	200.00	0.00	0.00	(200.00)
Legal Advertising	300.00	0.00	0.00	(300.00)
Legal Expenses	300.00	0.00	61.25	(238.75)
Other Admin Expenses Miscellaneous	2,000.00	439.00	789.00	(1,211.00)
Postage	300.00	0.00	118.92	(181.08)
VF/DEO Travel Show Service Program Fee	1,100.00	0.00	1,100.00	0.00
Telephone	300.00	0.00	0.00	(300.00)
Total Administration	30,100.00	439.00	17,069.17	(13,030.83)
Memberships				
Visit Florida	400.00	0.00	750.00	350.00
Southeast Tourism Society	600.00	0.00	325.00	(275.00)
Florida Outdoor Writers Association	200.00	0.00	175.00	(25.00)
Ride with GPS	300.00	0.00	250.00	(50.00)
Total Memberships	1,500.00	0.00	1,500.00	0.00
Professional Enhancement				
SE Tourism Society Marketing College	5,175.00	0.00	2,135.02	(3,039.98)
Governor's Tourism Conference	1,725.00	0.00	0.00	(1,725.00)
Adventure Elevate Networking Conference	0.00	0.00	0.00	0.00
Adventure Elevate Networking Conference In-Kind	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00

The Original Florida Tourism Task Force Income and Expenses - Budget vs. Actual As of August 31, 2022

(These financial statements are unaudited)

	Budget	August 2022	Year to Date	Over/(Under) Budget
Internships				
Harvey Campbell Memorial Internship	6,250.00	0.00	2,477.25	(3,772.75)
Dean Fowler Internship	6,250.00	0.00	2,477.25	(3,772.75)
Total Internships	12,500.00	0.00	4,954.50	(7,545.50)
Retained Reserves				
Retained Reserves	24,500.00	0.00	0.00	(24,500.00)
Total Retained Reserves	24,500.00	0.00	0.00	(24,500.00)
Total NonMarketing Expenses				
	75,500.00	439.00	25,658.69	(49,841.31)
Total Expenses				
Net Income	117,900.00	439.00	67,569.65	(50,330.35)
	0.00	(439.00)	24,787.43	24,787.43

-32-

191

ATTACHMENT 1 SCOPE OF WORK

1. PROJECT DESCRIPTION: Section 288.018(1), Florida Statutes ("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 ("Grantee") is an entity created and authorized pursuant to the Florida Interlocal Cooperation Act of 1969, section 163.01, F.S. 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 Grantee's goal is to enhance the economy, image, and quality of life through expanded tourism in the counties under its jurisdiction. Grantee has been awarded grant funds under the Program to provide marketing and promotional services, market research, and professional enhancement training for the following counties that are designated as a Rural Area of Opportunity under Section 288.0656(2)(d), F.S.: Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Taylor, Union, and Wakulla ("RAOs").

2. **GRANTEE RESPONSIBILITIES**: Grantee shall perform the tasks as defined in the Agreement and this Scope of Work prior to the end of the Agreement period:

2.1 <u>Website Maintenance and Operation:</u>

Continue to maintain, host, and operate its website, <u>www.naturalnorthflorida.com</u>. The website will keep potential visitors informed of attractions and events within the region. Website maintenance may include, but is not limited to verifying and updating existing content.

2.2 <u>Electronic Newsletters:</u>

Create and distribute electronic newsletters to potential visitors. Newsletters must include touristoriented attractions, facilities, and events within the RAOs. Grantee may request reimbursement for a maximum of four (4) electronic distributions. Grantee must include DEO Agreement Manager on electronic newsletter distribution list.

2.3 <u>Website Blogs:</u>

Post blogs on its website, <u>www.naturalnorthflorida.com</u>. Blogs must be informative to visitors of touristoriented attractions and facilities within the RAOs.

2.4 Exhibit at Domestic Travel Shows:

The task force must exhibit at a minimum of one (1) domestic travel show. At the shows, the Task Force must 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 must staff travel show booths.

2.5 Advertising:

The Task Force must engage in advertising campaigns consisting of online digital and/or print media advertising. At a minimum, the Task Force must place one (1) digital or one (1) print advertisement.

2.6 <u>Literature Distribution:</u>

Distribute a minimum of two thousand (2,000) pieces of literature at VISIT FLORIDA welcome centers or other locations during the term of this agreement. Grantee may request reimbursement for this task, up to a maximum of four (4) times during the agreement period.

2.7 Professional Enhancement Scholarships:

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

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

Maintain current memberships or join professional organizations related to economic and tourism development.

2.9 Project Match: Pursuant to section 288.018(1)(d), F.S., Grantee shall provide a minimum of Twelve Thousand Five Hundred Dollars and Zero Cents (\$12,500.00) in <u>non-state resources</u> as match for the Project, by the end of the Agreement Period. Grantee shall provide a letter and supporting documentation to DEO's Agreement Manager which demonstrates that the Grantee met its match requirements, including, but not necessarily limited to: the source of the contribution; the amount of each contribution, and a summary of all match contributions. DEO reserves the right to request any additional documentation DEO deems necessary to support the Grantee's claim that it has met the match requirements. DEO shall retain five percent (5%) of the total grant award as a financial consequence if Grantee fails to provide proof of match funds.

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:

Tasks	Minimum Level of Service and Required	Financial Consequences
	Documentation	
Grantee shall maintain,	Grantee shall provide ongoing website hosting	Failure to complete the
host and operate website in	and operation, in accordance with Section 2.1, as	Minimum Level of Service and
accordance with the Scope	evidenced by submission of the following:	the submission of required
of Work, Section 2.1.		documentation in accordance
	Required Documentation:	with Section 2.1shall result in
	 Copy of vendor agreement; 	non-payment.
	• Invoice(s) from provider detailing work	
	completed;	
	 Proof of payment; and 	
	• Website analytics showing percentage of up	
	time.	

Deliverable No. 1 – Website Maintenance and Enhancements

	• Invoice package in accordance with Section 6. of this Scope of Work.	
Deliverable No. 2 – Electron	ic Newsletters	·
Tasks	Minimum Level of Service and Required Documentation	Financial Consequences
Grantee shall distribute Electronic Newsletters in accordance with the Scope of Work, Section 2.2.	Grantee shall prepare and submit at least one (1) electronic newsletter, in accordance with Section 2.2, as evidence by submission of the required documentation below. Grantee may request reimbursement for a maximum of four (4) electronic newsletter distributions during the agreement period.	Failure to complete the Minimum Level of Service and the submission of required documentation in accordance with Section 2.2 will result in non-payment.
	 Required Documentation: Copies of electronic newsletter; Copy of distribution list including DEO agreement manager; Documentation of staff time associated with this deliverable; and Invoice package in accordance with Section 6. of this Scope of Work. 	
Deliverable No. 3 – Website		I
Tasks	Minimum Level of Service and Required Documentation	Financial Consequences
Grantee shall post blogs on Grantee's website in accordance with the Scope of Work, Section 2.3.	 Grantee shall post a minimum of one (1) blog on Grantee's website, in accordance with Section 2.3, as evidenced by submission of the following: Required Documentation: Copy of blogger agreement; Link to each blog; Photographer release form if necessary; Model release for if necessary; Invoice(s) from blogger; and Invoice package in accordance with Section 6. of this Scope of Work. 	Failure to complete the Minimum Level of Service and the submission of required documentation in accordance with Section 2.3 shall result in non-payment.
	-	
Tasks	Minimum Level of Service and Required Documentation	Financial Consequences
Grantee shall exhibit at domestic travel shows in accordance with the Scope of Work, Section 2.4.	 Grantee shall exhibit at a minimum of one (1) domestic travel show, in accordance with Section 2.4, as evidenced by submission of the following: Required Documentation: A list of all exhibit shows, including the date and location of each show; Copies of completed registrations for each 	Failure to complete the Minimum Level of Service and the submission of required documentation in accordance with Section 2.4 shall result in non-payment.
	travel show attended;Copies of rental agreements, if applicable;	

	• Completed travel documentation for a	
	maximum of two (2) travelers; and	
	• Invoice package in accordance with Section 6. of this Scope of Work.	
Deliverable No. 5 - Advertis	ing	
Tasks	Minimum Level of Service and Required Documentation	Financial Consequences
Grantee shall conduct	Grantee shall submit a minimum of one (1)	Failure to complete the
advertising campaign in	digital or print media advertisement, in	Minimum Level of Service and
accordance with the Scope	accordance with Section 2.5, as evidenced by	the submission of required
of Work, Section 2.5.	submission of the following:	documentation in accordance with Section 2.5 shall result in
	Required Documentation:	non-payment
	• Copies of all print or digital advertisement;	
	• Copies of detailed invoice from provider; and	
	 Invoice package in accordance with Section 6. 	
	of this Scope of Work.	
Deliverable No. 6 – Literatur		1
Tasks	Minimum Level of Service and Required	Financial Consequences
	Documentation	1
Grantee shall distribute	Grantee shall submit a minimum of one (1)	Failure to complete the
literature in accordance	piece of literature. Grantee may request	Minimum Level of Service and
with the Scope of Work,	reimbursement a maximum of four (4) times	the submission of required
Section 2.6.	during the agreement period.	documentation in accordance
		with Section 2.6 will result in
	Required Documentation:	non-payment.
	• One (1) sample of each brochure distributed;	
	 Copy of distribution list, distribution 	
	locations, and number of pieces of literature	
	distributed;	
	• Copies of detailed invoice(s) from provider;	
	and	
	• Invoice package in accordance with Section 6.	
	of this Scope of Work.	
Deliverable No. 7 - Professio	onal enhancement scholarships	
Tasks	Minimum Level of Service and Required	Financial Consequences
	Documentation	
Grantee shall provide	Grantee shall provide a minimum of one (1)	Failure to complete the
Professional Enhancement	Professional Enhancement Scholarship in	Minimum Level of Service and
Scholarships in accordance	accordance with Section 2.7, as evidenced by	the submission of the required
with the Scope of Work,	submission of the following:	documentation in accordance
Section 2.7.		with Section 2.7 will result in
	Required documentation:	non-payment.
	• Completed event registration forms;	
	• Invoice for registration fee;	
	• Agenda for each event;	
	• Summary on how attendance at the event	

	 sessions; and Invoice package in accordance with Section 6. of this Scope of Work. 	
	n memberships in professional organizations	
Tasks	Minimum Level of Service and Required Documentation	Financial Consequences
Grantee shall maintain current memberships or join professional organizations in accordance with Scope of Work, Section 2.8.	Grantee shall maintain membership in a minimum of at least one (1) professional organization in accordance with Section 2.8, as evidenced by submission of the following: Required Documentation:	Failure to maintain the Minimum Level of Service and the submission of the required documentation in accordance with Section 2.8 shall result in non-payment.
	 Copy of registration for each professional organization membership joined or maintained; and Invoice package in accordance with Section 6. of this Scope of Work. 	

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. Changes that exceed secret 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 <u>Quarterly</u>: 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, 2022, July 31, 2022, October 31, 2022 and January 24, 2023. The quarterly report shall include a summary of project progress, indicating percentage of completion of each Deliverable, 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> Grantee shall provide a Minority and Service-Disabled Veteran Business Enterprise Report with each invoice 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 minority and service-disabled veteran subcontractors and material suppliers for that period and the project to date.

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: https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf. 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 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 Grantee's Agreement Manager 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, <u>https://www.myfloridacfo.com/Division/AA/Forms/DFS-AA-15VoucherforReimbursement.xlsx;</u>

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.

6.3 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) -



About Meridian Pursuit

Meridian Pursuit is new to the local area of Dixie County. We are a marketing agency rooted in 11 years of creating high-level content for our country's top brands, along with international brands, civic organizations, and tourism bureaus. We believe in the power of storytelling to inspire people to take action. Our mission is to help our clients achieve their marketing and communication goals through engaging content, creative design, and innovative strategies.



CAMPAIGN GOALS HFLORIDA



Website Traffic

All of the ads will drive traffic to NaturalNorthFlorida.com



Invite & Educate

We will strategically position these ads to invite people to explore Natural North Florida.



Grow Awareness

Existing content will be repurposed to peak interest, educate, and convert.



STRATEGY

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.



Repurpose Content

We will use existing blogs, videos, and photos from the 14 counties to create impactful ads that reveal the incredible Natural North Florida area.

Launch Ads

Ads will be distributed by Facebook, Instagram, and Google

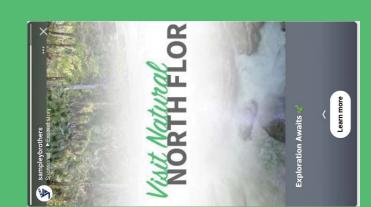
Set Campaign Goals

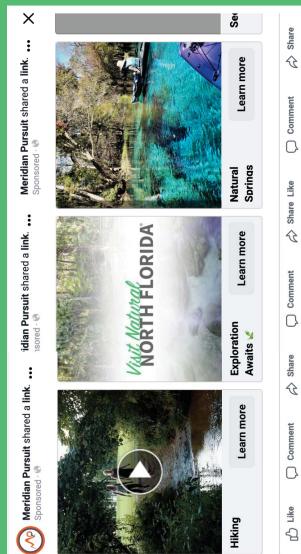
This 30-day campaign will be built around a strategic audience that includes interests like outdoors, family trips, exploring nature, scuba diving, and many, many other parameters to maximize reach

Track Success

A complete report will be provided showing the the uccess of this campaign

TIVE EXAMPLES



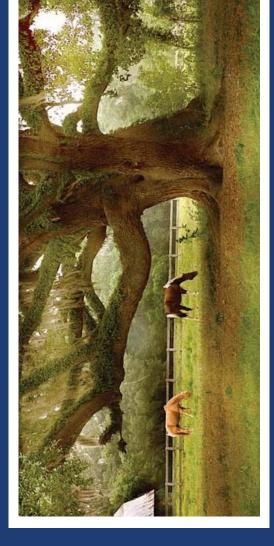


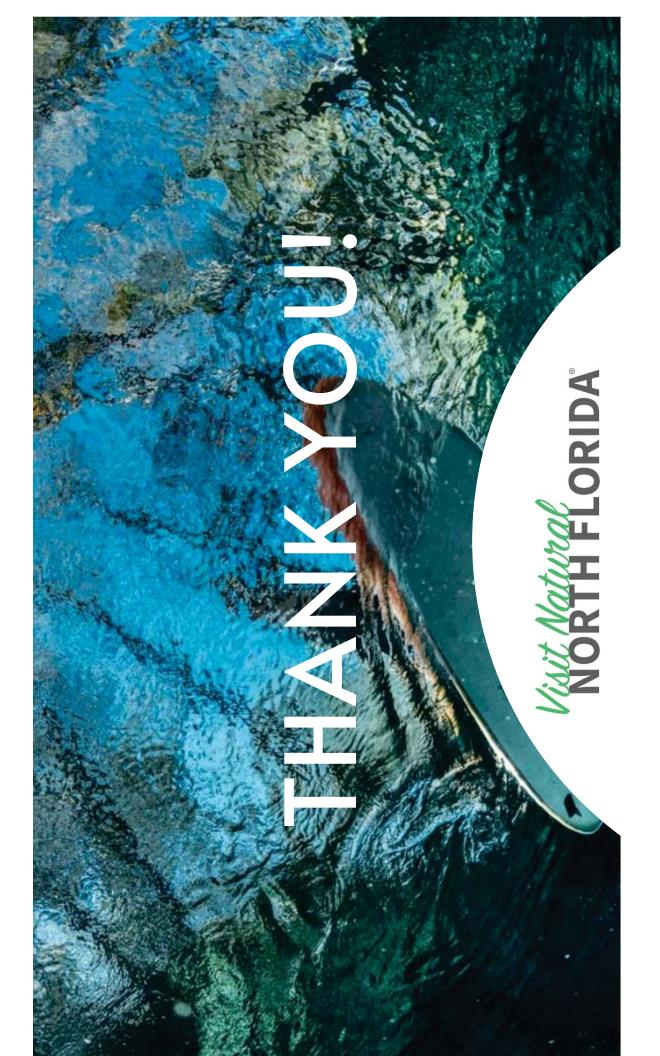




DELIVERABLES

- 1-minute video created from existing videos.
- Custom Meta audience
- Custom Google audience
- 30-Day Meta & Google Ad Campaign





Florida Department of Economic Opportunity Fiscal Year 2021-22 Regional Rural Development Grant (January 20, 2022 - January 19, 2023) Proposed Deliverables and Cost Estimates September 23, 2021

Cost Estimates	Deliverable
9/23/2021	
\$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 Admini	Administration
\$50,000.00 Total	Total

The Original Florida Tourism Task Force MEMBERS as of 9/15/2022

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 Gainesville, FL 32611 (w) 352.294.6922 brian@briandavery.com

Ron Gromoll

Lecturer and Internship Coordinator 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

Elizabeth Reyes, APR, CPRC

Sales and Marketing Manager Visit Gainesville, Alachua County 352.260.5786 ereyes@alachuacounty.us

BRADFORD COUNTY

(\$3,000 - 2 votes)

William Sexton, Vice-Chair

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

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 <u>pvann@columbiacountyfla.com</u> <u>www.springsrus.com</u>

DIXIE COUNTY

(\$3,000 - 2 votes)

The Honorable Ryan Fulford

Cross City Councilmember Town of Cross City P.O. Box 417 Cross City, FL 32628 (w) 352.498.3306 councilseat3@townofcrosscity.com

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)

Bryan M. Freeman Jr.

Hart Springs Park Manager 4240 SW 86th Ave. Bell, FL 32619 (w) 352.463.3444 (c) 352.318.3120 <u>bfreeman@gilchrist.fl.us</u>

Patricia Watson

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

HAMILTON COUNTY

(\$1,000 - 2 votes)

Chadd Mathis

Economic Development Director Hamilton County Development Authority 1153 US Hwy 41 NW Suite 4 Jasper, Florida 32052 (w) 386.855.1426 <u>cmathis@hamiltoncda.org</u>

Mia Mauldin

Hamilton County Tourism Development/ Planning, Land Use, and Zoning 1153 US Hwy 41 NW Jasper, Florida 32052 (w) 386.792.6639 hamiltontdc@windstream.net

JEFFERSON COUNTY

(\$2,000 - 2 votes)

Katrina Richardson

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, Chair 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)

Jennifer Poore

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

Ina Thompson

Madison County Tourist Development Council Chair 182 NW College Loop Madison, FL 32340 (w) 850.973.2788

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 <u>charissas@suwcountyfl.gov</u> www.visitsuwannee.com

Teena Peavy, Secretary/Treasurer

Marketing Director Spirit of the Suwannee Music Park 3076 95th Drive Live Oak, Florida 32060 (w) 386.364.1683 teena@musicliveshere.com www.musicliveshere.com

TAYLOR COUNTY

(\$4,000 - 2 votes)

Dawn Perez

Executive Director Taylor County Chamber of Commerce 428 North Jefferson Street Perry, FL 32347 (w) 850.584.5366 (c) 850.843.0992 taylorchamber@fairpoint.net 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. Crawfordville, FL 32327 (w) 850.926.0919 <u>nknowles@mywakulla.com</u> <u>www.visitwakulla.com</u>

Thomas Herndon

Outreach Coordinator Wakulla County Tourist Development Council P.O. Box 1263 Crawfordville, FL 32327 (w) 850.745.7713 therndon@mywakulla.com www.visitwakulla.com

STAFF

Lauren Yeatter Senior Planner Visit Natural North Florida 2009 NW 67th Place Gainesville, FL 32653 (w) 352.955.2200 ext. 113 yeatter@ncfrpc.org www.visitnaturalnorthflorida.com

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

:\original florida\members & volunteers\of member list 9-15-2022.docx

THE ORIGINAL FLORIDA TOURISM TASK FORCE VOLUNTEERS, CONSULTANTS AND OTHERS

as of 9/23/2021

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 <u>dcreamer@gilchrist.fl.us</u> www.VisitGilchristCounty.com

Jo Clark - Blogger 319 14th Avenue South Surfside Beach, SC29575 (c) 843.446.4441 jo@southernexposure.us

r:\original florida\members & volunteers\of volunteers list 9-23-2021.docx

2022 Visit Natural North Florida Meeting Dates and Counties



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

CANCELLED	
Suwannee County	
Wakulla County	
Jefferson County	
Madison County	
Taylor County	
Dixie County	
Lafayette County	
Gilchrist County	
Levy County	
RETREAT	
Alachua County (Council Office)	

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