

MINUTES

Reservations Advisory Committee

1:00 PM – 2:00 PM

Tuesday, October 2, 2018

1. Introductions and call to order
 - a. Sam, Zach, Matt, Pam, Tyler, Josie, Lauren, Amanda, Nancy
2. Old Business
 - a. Partner Client Criteria and Application – see attached handouts
 - i. Partner Client Process needs more formalization for how clients become partners
 1. Establish 3 month minimum timeframe
 - a. Doesn't seem long enough
 - b. Leadership team searches take longer
 - c. Suggest changing timeframe to 4-5 months
 2. All current partners must reapply for next fiscal year 19/20
 - a. What partnerships require Senior Leadership approval?
 - i. Short term or onetime events vs. multi year
 - ii. Work on case by case basis
 - b. Simplify to specify time period and ongoing or not
 3. Annual review of partnership list
 - ii. Partnership Criteria
 1. Supports missions/ethos
 2. Other benefits for Carroll and the community
 3. Historical and other factors
 - iii. Partnership Application
 1. Partners receive 75% discount
 - a. Subject to change
 - b. Revenue generation a consideration
 2. Mutually beneficial
 - a. Include Letter of Recommendation as part of process
 - b. Joint statement from each party along with signoff
 3. Demographic information
 4. Mission criteria
 5. Format?
 - a. Online form
 - b. Submit recommendations and changes to Senior Leadership
 - c. Share Partnership list
 - i. Post on portal
 - ii. Make available to other groups that may find partnerships helpful

3. New Business
 - a. None

4. Open issues or concerns
 - a. None

5. Questions/Comments
 - a. None

6. Next meeting: Tuesday, November 6th @ 1pm – VO 311