

#### **HUERFANO COUNTY TOURISM BOARD AGENDA**

February 19, 2025 at 3:00 PM Commissioners Meeting Room - 401 Main Street, Suite 309, Walsenburg, CO 81089

Office: 719-738-3000 ex 200 | Fax: 719-738-3996

Join via Google Meet: meet.google.com/bgy-grno-chd | Meeting ID: bgy-grno-chd

- 1. CALL TO ORDER
- 2. APPROVAL OF MINUTES
  - a. January 8th HCTB Meeting Minutes
- 3. FINANCIAL REPORT
  - a. Updated Fund Statements & Balance Sheet
- 4. BILL PAYMENT
  - a. February 2025 Bill Payment
- 5. BOARD AND DIRECTOR UPDATES/REPORTS
  - **a.** AdPro Report
- 6. PARTNER REPORTS
- 7. OLD BUSINESS
  - **a.** 7th & Main Billboard
  - **b.** New Advertising Channels
  - c. CTO Management Grant
- 8. NEW BUSINESS
  - **a.** Walsenburg Historic Preservation Committee Gaye Davis
  - **b.** CO-150 Commission Katie Roach
- 9. ADJOURNMENT
- 10. UPCOMING MEETINGS
  - **a.** Agency of Record RFP Review Workshop February 19 4PM (immediately following adjournment)
  - **b.** March 12 La Veta Public Library 2PM-4PM 310 S Main St, La Veta

Huerfano County wants to ensure that everyone has equal access to our programs, activities, and services. To request an Americans with Disability Act (ADA) accommodation, please call 719-738-3000 x200. Submit your request as early as possible, and no later than two business days before the event.



#### **HUERFANO COUNTY TOURISM BOARD MINUTES**

January 08, 2025 at 2:00 PM La Veta Public Library - 310 S Main St, La Veta, CO 81055

Office: 719-738-3000 ex 200 | Fax: 719-738-3996

Join via Google Meet: meet.google.com/bgy-grno-chd | Meeting ID: bgy-grno-chd

#### 1. CALL TO ORDER

#### 2:02PM

Ella Jones

**Bob Kennemer** 

Greg Garrett

Sarah Jardis

Hannah Everett

Heather Hernandez

Stacey Cristelli

Robert Gilbert

Jack Farley

Jess Brown

#### 2. APPROVAL OF MINUTES

a. December 18 Meeting Minutes

Bob motioned to approve the December 18 meeting minutes, Greg seconded. All in favor.

#### 3. FINANCIAL REPORT

- a. Updated Fund Statements & Balance Sheet
- b. Updated Sales & Lodging Tax Trends

#### 4. BILL PAYMENT

a. January 2025 Bill Payment

Bob motioned to approve the January bills, Greg seconded. All in favor.

#### 5. BOARD AND DIRECTOR UPDATES/REPORTS

a. AdPro Report

Jack discussed bot traffic coming to the newsletter signup, as well as updates to the Dine page that he felt would help the perception of the website page on a mobile device. These were approved.

Travel in La Veta during construction later this year was also discussed in terms of ensuring HCTB does a good job of communicating any changes/updates/detours on social media pages for visitors.

Jess will work with Robert on streaming audio production to get streaming audio ads in place.

#### 6. PARTNER REPORTS

a. Placer December Civic Report

Robert was asked to work with Placer on analytics for all of 2024 to see if there were specific hotspots above certain thresholds of visitation improvement, such as 10% or 20% YOY.

#### 7. OLD BUSINESS

a. CrowdRiff

Decision to delay any contract with CrowdRiff until after a new Agency of Record has been selected and onboarded.

b. 7th & Main Billboard

Pictures are being selected for this.

c. Bed Inventory

This is a placeholder to not lose track of this project.

d. CTO Marketing Grant Kickoff

This project is on hold until the new Agency of Record is selected. One key deliverable will be CTO signing off on the location shootlist.

e. TravelStorys

The cost will increase to \$1500 annually.

f. CTO Management Grant

Robert is submitting a grant application for the Spanish translation of all four audio tours hosted through TravelStorys.

#### 8. NEW BUSINESS

a. Agency of Record RFP

HCTB has requested strong involvement on the RFP review process, Robert will work on this with the County.

- b. New Advertising Campaigns
  - Enchanted Outpost
  - Colorado Country Life
  - Others?

Item 2a.

Pursuing full page ads in Enchanted Outpost and Colorado Country Life were approved - Greg made the motion and Bob seconded it. All in favor. Colorado Country Life will be the EV Charger Map ad. Robert will work with AdPro for Enchanted Outpost creative.

#### 9. ADJOURNMENT

#### 10. UPCOMING MEETINGS

a. February 12 - Huerfano County Historic Courthouse - 2PM-4PM - 401 Main St, Walsenburg

Huerfano County wants to ensure that everyone has equal access to our programs, activities, and services. To request an Americans with Disability Act (ADA) accommodation, please call 719-738-3000 x200. Submit your request as early as possible, and no later than two business days before the event.

Balance Sheet Fiscal Year: 2025 To Period: 13 Huerfano County

From Account: 0 To Account: 9999999999

Include Zero Activity Accounts: 

Selected Funds: 003

Fund	Account Number	Debits	Credits	
003	LODGING TAX TOURISM FUND			
003-00000-10200	CASH ACCOUNT	\$108,710.70	\$0.00	
	Asset Total:	\$108,710.70	\$0.00	
003-00000-20200	ACCOUNTS PAYABLE	\$0.00	\$27,254.85	
003-00000-23000	YTD EXPENSE CONTROL	\$16,905.00	\$0.00	
003-00000-28000	FUND BALANCE	\$0.00	\$98,360.85	
	Liability Total:	\$16,905.00	\$125,615.70	
	Fund Total:	\$125,615.70	\$125,615.70	

Balance Sheet Fiscal Year: 2025 To Period: 13 Huerfano County

From Account: 0 To Account: 9999999999

Include Zero Activity Accounts: 

Selected Funds: 003

Fund Account Number Debits Credits

Grand Total: \$125,615.70 \$125,615.70

Operator: Robert Gilbert

Tuesday, February 18, 2025 8:57:09

Report ID: BSLT01

#### **Revenue and Expense Report**

Huerfano Cour Item 3a.

AS OF: 12/31/2025

YEAR : 2025

PERIOD: 13

FUND: 003

DEPT: All

SUB-DEPT: All

ACCOUNT RANGE: 0 - 9999999999

Ledger ID	Ledger Description	Current Budget	Current Act	YTD Act	Encumbrances YTD	Remaining	Percent
003 LODGING TAX TOURISI	M FUND						
REVENUES							
00000 NONDEPARTMENT	TAL .						
003-00000-47197	LODGING TAX	\$85,000.00	\$0.00	\$0.00	\$0.00	\$85,000.00	
	Subtotal NONDEPARTMENTAL:	\$85,000.00	\$0.00	\$0.00	\$0.00	\$85,000.00	0.00%
	TOTAL REVENUES -:	\$85,000.00	\$0.00	\$0.00	\$0.00	\$85,000.00	0.00%
EXPENDITURES							
LODGING TAX TOURISM	1						
003-48700-51210	OFFICE SUPPLIES	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	
003-48700-51304	ADVERTISING AND PROMOTION	\$99,118.00	\$0.00	\$16,905.00	\$0.00	\$82,213.00	17.06%
003-48700-51320	TREASURER FEE	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	
	Subtotal LODGING TAX TOURISM:	\$102,118.00	\$0.00	\$16,905.00	\$0.00	\$85,213.00	16.55%
	TOTAL EXPENDITURES -:	\$102,118.00	\$0.00	\$16,905.00	\$0.00	\$85,213.00	16.55%
	YTD Revenue Less Expenses: I	LODGING TAX TOURI	SM FUND	(\$16,905.00)			



#### **HUERFANO COUNTY TOURISM BOARD**

#### **RESOLUTION NO. 25-02-TB**

#### A RESOLUTION TO AUTHORIZE PAYMENT IN FULL

WHEREAS, the purpose of the Tourism Board is to promote tourism through a unified advertisement and marketing plan to benefit Huerfano County and Spanish Peaks Country as set forth in Colorado Revised Statutes 30-11-107.5 "Lodging tax for the advertising and marketing of local tourism" and Resolution 07-01 adopted by the Huerfano County Board of County Commissioners on February 7, 2007; and,

WHEREAS, the Tourism Board may authorize payment of expenses in writing or at a meeting of the Board.

NOW, THEREFORE, BE IT RESOLVED by the Tourism Board that the following invoices are authorized to be paid in full, according to County procedures:

			Invoice	
Vendor	Service/Good Provided	Invoice Date	Number	Amount
AdPro	Social Media, Public Relations, Web Maintenance	1/31/2025	9096	\$4,102.50
Huerfano County	January MailChimp Reimbursement	2/9/2025	MC15670119	\$310
GoDaddy	Managed WordPress Deluxe 2025 Renewal	1/8/2025		\$203.88
Schuster's Printing	3000 Spanish Peaks Country Visitor's Guides	2/14/2025	243991	\$2,825
			Total:	\$7,441.38

INTRODUCED, READ, AND ADOPTED ON THIS 19TH DAY OF FEBRUARY, 2025. TOURISM BOARD OF HUERFANO COUNTY, COLORADO

BY:	ATTEST:	
Sarah Jardis, Chair		Robert Gilbert, Tourism Director
Bob Kennemer, Member		
Greg Garrett, Member		
Hannah Everett, Member		



#### AdPro LLC.

525 Communication Circle Colorado Springs, CO 80905 (719) 500-3034 accounting@adproresults.com



Service Date:	January 2025
Invoice Date:	01/31/2025
Invoice #:	9096
Term:	Net 30

Huerfano Tourism 401 Main Street, Suite 201 Walsenburg, CO 81089 (719) 738-3000 ccroft@huerfano.us

#### **Stimulus**

Product	Description	Amount
Eblast	Newsletter	\$300.00
Production	Streaming Radio Prod Production	\$982.50
	Stimulus Total	\$1,282.50

#### **Digital**

Product	Description	Amount
Paid Search	Paid Search	\$500.00
Social Mgmt - Bronze	Organic Social	\$595.00
	Digital Total	\$1,095.00

#### Other

Product	Description	Amount
Account Management	Account Service Fee	\$1,125.00
Public Relations	Public Relations	\$450.00
Web Dev	Web Dev	\$150.00
	Other Total	\$1,725.00

#### **Total**

Summary		
	Total Amount Due	\$4,102.50

Item 4a.

## Mailchimp Receipt MC15670119

#### Issued to

Kimberly Trujillo

**Huerfano County** 

ktrujillo@huerfano.us

Office phone:719-696-5434

401 Main St Walsenburg, CO 81089

#### Issued by

Mailchimp

c/o The Rocket Science Group, LLC

675 Ponce de Leon Ave NE

**Suite 5000** 

Atlanta, GA 30308

www.mailchimp.com

Tax ID: US EIN 58-2554149

#### **Details**

Order# 15670119

Date Paid: February 09, 2025 11:51 PM

Denver

#### Billing statement

Standard plan

25,000 contacts

Intuit Assist for Mailchimp\*

AI-powered marketing

Paid via Mast ending in 4017 which expires 11/2026

on February 10, 2025

\$310.00

\$0.00

\$310.00

Balance as of February 10, 2025

\$0.00

\* Intuit Assist functionality (beta) is available to certain users with Premium, Standard and Legacy plans in select countries in English only. Access to Intuit Assist is available at no additional cost at this time. Pricing, terms, conditions, special features and service options are subject to change

Item 4a.

without notice. Availability of features and functionality varies by plan type. Features may be broadly available soon but represents no obligation and should not be relied on in making a purchasing decision. For details, please view Mailchimp's various <u>plans and pricing</u>

If a refund is required, it will be issued in the purchase currency for the amount of the original charge.

Sales Tax was not applied to this purchase.

**Looking for our W-9?** 

**Looking for our United States Residency Certificate?** 





#### Fwd: Anthony, read your renewal notice inside.

1 message

**Anthony Luginbill** <aluginbill@huerfano.us> To: Robert Gilbert <rgilbert@huerfano.us>

Tue, Jan 14, 2025 at 9:14 AM

Robert Gilbert <rgilbert@huerfano.us>

----- Forwarded message -----

From: GoDaddy Renewals <renewals@e.godaddy.com>

Date: Wed, Jan 8, 2025 at 9:11 AM

Subject: Anthony, read your renewal notice inside.

To: <aluginbill@huerfano.us>



Need help? Contact us.

Customer Number: 12404977

Your products are about to auto-renew.

Your products below are set to renew automatically. Smart choice. As long as your payment info is still correct, you're good to go. Continue doin' your thing.

If you're not sure, no problem. You can double check it in your account.

#### Managed WordPress Deluxe

Connected to spanishpeakscountry.com

Auto-renews on 1/18/2025

\$203.88/1 Year\*\*

\*\*Total shown is the price for the full term indicated. If you change the term when you renew, your pricing may be different. Prices are current as of 1/8/2025 and may be changed without notice. Prices do not include taxes and fees when applicable.

During the checkout process, you agreed to enroll your product(s) in our automatic renewal service. GoDaddy will automatically renew your product(s) upon expiration of the term (and

Item 4a.

upon expiration of future terms) and bill your payment method on file for the price of the product(s) at the time of renewal until you cancel. The renewal term for domain names will be for the same length of time as the original term. The renewal term for all other products will be for the term length available at time of renewal. To avoid being charged for the product renewal, you must cancel at least one day before each renewal date. To cancel, go to the Renewals & Billing page in your account and click "Cancel Renewal."

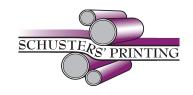
If you elect to cancel automatic renewal, services will terminate upon expiration of the current term unless you manually renew your services prior to that date. If you selected an installment payment option during checkout, the option applies to a product's current term only. You may select an additional installment payment option, if available, by visiting the Renewals & Billing page in your account and manually renewing your product.

During the checkout process, you agreed to <u>Universal Terms of Service Agreement</u>, <u>Global Privacy</u>

<u>Notice</u>, <u>Additional Terms for Renewal</u>, and <u>all other agreements applicable to your purchase</u>. Your use of the purchased product(s) is governed by the terms of these agreements and policies. If you wish to cancel your purchase, please learn more about our <u>Refund Policy</u>.

Please do not reply to this email. Emails sent to this address will not be answered.

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4718 Eagleridge Cir. Pueblo, CO 81008 719-543-9367

I	nvoi	20
		em 4a.
DATE	INVOI	
2/14/2025	243991	
P.O. NUMBER		
TERMS	Net 30	

BILL TO SHIP TO

Huerfano County Tourism Board 401 Main Street, Suite 201 Walsenburg, CO 81089

QUANTITY	ITEM CODE	DESCRIPTION	ON	AMOUNT
3,000	80# Silk Text	Visitor Guides (28 Pages)		2,825.00
3,000	Collate, Fold, Stitch	Collate, Fold, Stitch & Trim		0.00
3,000	Tabbing	Triple Tabbing 1.5"		0.00

# Thank you for your business!

Schusters Printing cost for credit card processing is 3.3% Any credit card purchases will be charged this in addition to the total invoice amount.

TO COVER THE COST OF PROCESSING A CREDIT OR CHARGE CARD TRANSACTION, AND PURSUANT TO SECTION 5-2-212, COLORADO REVISED STATUTES, A SELLER OR LESSOR MAY IMPOSE A PROCESSING SURCHARGE IN AN AMOUNT NOT TO EXCEED THE MERCHANT DISCOUNT FEE THAT THE SELLER OR LESSOR INCURS IN PROCESSING THE SALES OR LEASE TRANSACTION. A SELLER OR LESSOR SHALL NOT IMPOSE A PROCESSING SURCHARGE ON PAYMENTS MADE BY USE OF CASH, A CHECK, OR A DEBIT CARD OR REDEMPTION OF A GIFT CARD.

Subtotal	\$2,825.00
Sales Tax (0.00)	\$0.00
Total	\$2,825.00
Payments/Credits	\$0.00
Balance Due	\$2,825.00

**PAYMENT DUE WITHIN 30 DAYS** 

A SERVICE CHARGE OF 1.5%
WILL BE CHARGED ON PAST DUE ACCOUNTS



To avoid 3.3% fee please pay online by scanning the OR Code.

Item 4a.



#### **ADVERTISING AGREEMENT**

Submit artwork and images to eo-advertising@outpostalliance.com

Business Name:	Huerfa	no County (H	luerfan	o Coun	ty To	ourism Board	)	
Primary Contact:	Sarah	Jardis						
Telephone:	719-73	88-3000		_ Email	: <u>sa</u> r	ahjardis@gm	ail.co	om
Billing Address:	401 S	Main Street,	Walse	enburg,	со,	81089		
[x] Standard Full	_	\$2,499.00	Х					\$ 2,499.00
Double Spread		\$4,499.00	Χ					\$ <del>-</del>
[ ] Inside Front C		\$2,999.00	Χ					\$ <del>-</del>
[ ] Inside Back Co [ ] Back Cover	over	\$2,999.00 \$5,499.00	X X	[- [-	_			\$ <u>-</u>
[ ] Half Page Hori	izontal		X					\$ <del>-</del>
[ ] Half Page Vert	ical	\$1,599.00	Χ	[-	]			··· \$ <u>-</u>
						Subtotal		\$ 2,499.00
[ ] Premium Posi	tion	+ 10%						\$ <u>-</u>
Other: None								··· \$ <u>-</u>
[ ] Quarter Page		\$ 799.00	Χ					\$ <del>-</del>
[ ] Advertorial		\$5,499.00	Χ	[ -	]		=	\$ <u>-</u>
						Subtotal	=	\$ 2,499.00
						Tax	=	\$ 187.94
[ ] I need ad desi [x] I'll provide an	_	(Includes two (Must be desi				al costs may a <sub>l</sub> ifications)	oply)	
Half down on your The deadline for y								
<sub>l,</sub> Sarah Jardis		ac	gree to	pay <b>Ou</b> t	tpost	Alliance, LLC	\$ 2,68	36.94 for the
above advertising in t								
and to have my final	advertise	ement design s	submitt	ted and	appr	oved before b	y the s	specified deadlines.
Sarali Jardis			1/27	/2025				
A <del>utl</del> 8500isoaa598igapature			Date					

**Notice:** Failure to pay in full by specified dates will revert discount pricing to open rates and may also result in cancelation of ad reservation. Premium Position is granted on a first-come, first-served basis. All final payments and artwork must be submitted and approved by specified deadlines\* We include up to 2 revisions per advertiser per issue for ad design. Additional revisions will incure an additional design fee of \$150.00/per hour. Enchanted Outpost Magazine is published by Outpost Alliance, LLC. You will receive an online invoice from our Quickbooks Account to make payment.

# February Board Meeting

adpro

# Reporting

adpro



Bounce Rate

19 19 25

Sounce Rate Previous period

55.56% vs previous period (55.21%)

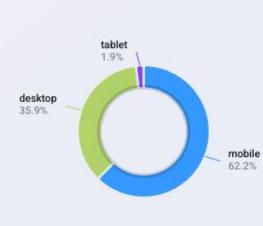
Avg. Engagement Time

0m 33s vs previous period (0m

Avg. Engagement Time
Previous period







Users by Device



Last Month (Jan 1 - 31)	Item 5a	
Top Pages b		
Top Pages	Value	vs prev
1	1,412	▲ 155%
/newsletter-signup/? chronoform=visitors_guide &event=submit	1,164	▲ 1,355%
/visitors-guide/	108	▲ 157%
/spc-events/	60	▲ 400%
/business- directory/categories/lodgin g	49	▲ 29%
/submit-spc-event/	48	▲ 243%
/business- directory/categories/play/	45	▲ 96%
/la-veta-pass/	45	▲ 221%
/the-great-dikes/	39	▼ 26%
/mountains-geology/	39	▲ 95%
/business- directory/categories/dining	38	▲ 65%
/juan-bautista-de-anza- cuerno-verde/	35	▲ 21%
/huerfano-county-tourism- board/	29	▲ 222%
/business- directory/categories/shopp ing	27	▲ 108%

Last Month (Jan 1	- 31)									(A)
					Default Channe	el				
Source	Total Users	vs prev	Sessions	vs prev	Bounce Rate	vs prev	Avg. Engagement Time	vs prev	Conversions	vs prev
Paid Search	801	▲ 153%	912	▲ 167%	68.53%	A 11%	0m 15s	▼ 19%	39	▲ 225%
Organic Search	609	▲ 28%	839	▲ 39%	48.39%	▲ 7%	0m 41s	▼ 2%	120	▲ 13%
Direct	401	▲ 162%	432	▲ 165%	37.5%	▼ 36%	0m 49s	▼ 56%	132	▲ 474%
Paid Social	114	▼ 14%	117	▼ 12%	92.31%	▼ 2%	0m 1s	▼ 34%	1	0%
Referral	88	▲ 24%	108	▲ 35%	36.11%	▲ 16%	0m 44s	▼ 21%	22	▲ 10%
Email	82	▲ 1,071%	95	▲ 1,088%	53.68%	▼ 14%	0m 45s	▲ 751%	17	▲ 1,600%
Organic Social	54	A 500%	58	A 544%	55 17%	4 24%	0m 6s	₩ 74%	1	<b>0%</b>

Conversions

332 A 102% vs previous period (164)

Comeraions Previous period

19

G Refresh











Spanish Peaks Country in Southern Colorado has drawn explorers, settlers, and visitors for centuries. Cut by a scenic highway wrapped in tales and tradition and packed with natural wonders, outdoor recreation, and artistic inspiration, this unique corner of Colorado is here for you to get back to some place new.









Spanish Peaks Country in

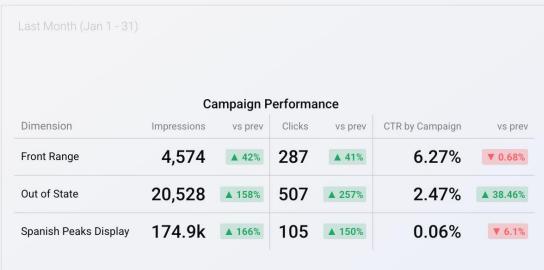
Southern Colorado has drawn
explorers, settlers, and visitors
for centuries. Cut by a scenic
highway wrapped in tales and

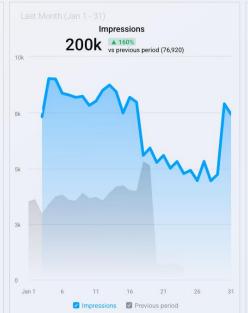


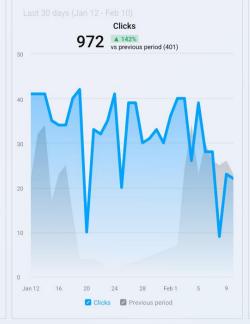


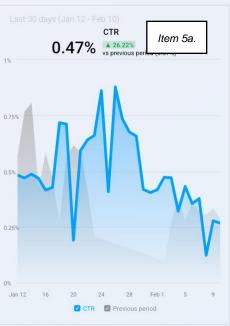








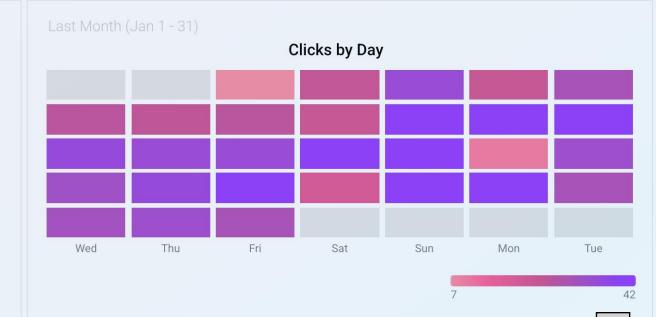


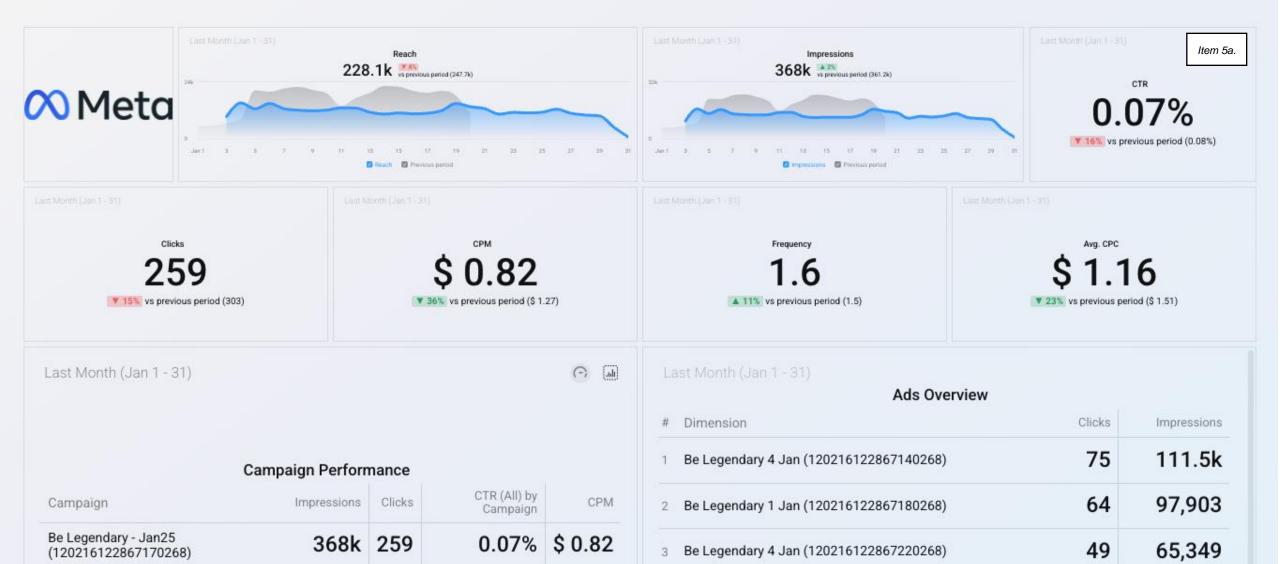


#### Last Month (Jan 1 - 31)

#### Clicks by Device







0





Be Legendary 2 Jan (120216122867130268)

Be Legendary 2 Jan (120216122867190268)

15 min ago

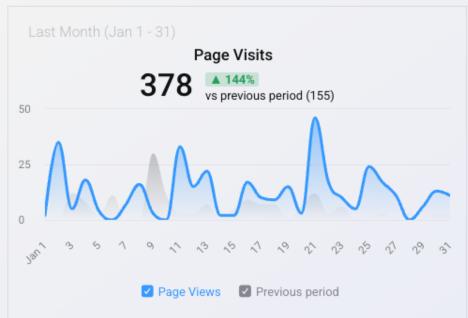
35

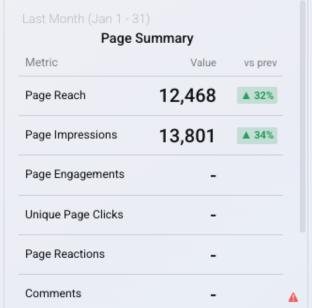
14

go G Refresh

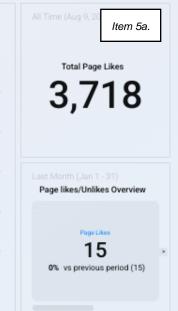
44,342

19,756



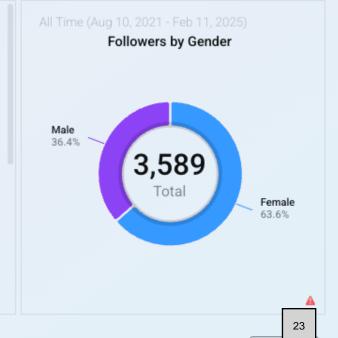


Post Overview					
Metric	Value	vs prev			
Post Count	10	0%			
Post Reach	12,354	▲ 34%			
∟ Paid	0	0%			
∟ Organic	12,354	▲ 34%			
∟Viral	1,282	▲ 59%			









Refresh





Ac		
Metrics	Value	vs pre
Profile Visits	57	▲ 63%
Reach	5,006	▲ 78%
Impressions	7,265	▲ 82%
Likes	181	▲ 65%
Comments	0	▼ 100%

All Time Clan 1: 2024 - May 25: 2026)

0

Total Followers

1,760

-2

### Newsletters

#### **January Email**

Total Emails Sent: 17,326

• Opened: 4,530

• Open Rate: 26.7%

• Unsubscribe: 70

Unsubscribe Rate: 0.43%

• Bounces: 389

#### **Analytics**

Sessions: 81

Engagement Rate: 46.59

Average Time Per Session: 40s

• Key Events: 16

# Creative

## Billboard Creative



#### Items needed:

- Review of photos
- Seasonal item we're featuring

Item 5a

# Additional Items

Newsletter

March Social

