



# MEMORANDUM

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TO: ARA

FROM: Karen Harkness, Director of Community & Economic Development

DATE: January 4, 2018

RE: Re-Appointments to the Exhibition Center Advisory Committee of the Appleton Redevelopment Authority

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Two of Chairperson Downs' re-appointments to the Exhibition Center Advisory Committee of the Appleton Redevelopment Authority need to be approved by ARA.

Below are two excerpts from the Creation Documents adopted by ARA on 12/3/2014:

## ARTICLE 2 – PURPOSE AND ORGANIZATION

**SECTION 1. Purpose** - The general purpose of the Exhibition Center Advisory Committee is to represent, inform, engage and make recommendations on behalf of the stakeholders in the greater Fox Valley about the Exhibition Center Project as well as operations and management of the Exhibition Center "Center". The Committee shall strictly serve in an advisory capacity to the Appleton Redevelopment Authority ("ARA" or "Authority").

**SECTION 2. Membership** - The Exhibition Center Advisory Committee shall include the following: one representative from each municipality collecting hotel room tax used in part to fund the exhibition center operations [appointed by the municipality], two (2) hoteliers collecting room tax used in part to fund the exhibition center [appointed by the ARA Chairperson and approved by ARA], two (2) community members residing within a community collecting room tax used in part to fund the exhibition center operations [appointed by the ARA Chairperson and approved by ARA], one (1) member of the ARA [appointed by the ARA Chairperson] and the Executive Director of the Convention and Visitors Bureau, or designee. The City of Appleton Community and Economic Development Director, or designee thereof, shall also be a non-voting, advisory member of the Committee. The Chair and Vice-Chair of the Committee shall be designated by ARA and shall serve one year terms that may be renewed at the discretion of ARA. Committee members, with the exception of the Executive Director of the Convention and Visitors Bureau and City of Appleton Community and Economic Development Director, or designees thereof, shall serve terms of two (2) years and may serve up to three (3) consecutive terms. However, upon establishment of this committee, the following shall serve an initial term of three years: (list half of the participating municipalities), one of the hotelier representatives and one of the community members.

Re-Appointment of ARA Member:  
Marissa Downs

Re-Appointment and ARA approval of one community member:  
Walter Rugland, Retired COO of AAL

Re-Appointment and ARA approval of one hotelier:  
Char Stankowski, Country Inn/Suites, Little Chute