



MEETING of the BOARD OF DIRECTORS AGENDA

January 21, 2026

Branded Chophouse 7704 Old National Pike, Boonsboro MD 21713

8:30am – Breakfast

9:00 a.m. - Meeting

Call To Order	K. Clutz
Roll Call	J. Thomas
Approval of Minutes	K. Clutz
a. October 22, 2025 – Board of Directors	
Financial Report	L. Curry
Executive Committee	D. Spedden
a. Bylaws	
New Members	D. Spedden
President's Report	D. Spedden
a. 2026 Legislative Agenda	
b. JFK 50	
b. Pending Grant Applications	
c. WCHS Request for Funds	
d. Boonsboro Museum of History	
e. Meritus Park Visitor Study	
d. Commerce Secretary Visit 12/1/25	
e. Certified Destination Ambassador (April 2026)	
f. MEDCO	
Adjournment	K. Clutz

UPCOMING DATES:

February 18 – Board of Directors Meeting (Virtual)

March 18 – Executive Committee

The Mission of the Bureau shall be to promote Hagerstown and Washington County by increasing tourism and visitor spending through the marketing and promotion of attractions, events, accommodations, and visitor services which will contribute to economic development.

**HAGERSTOWN/WASHINGTON COUNTY CONVENTION &
VISITORS BUREAU BOARD OF DIRECTORS**

October 22, 2025

9:00 AM

Virtual Meeting

MINUTES

PRESENT: Katie Clutz, Chair; Al Martin, Treasurer; Emilie Amt, Brittany Arizmendi, Sila Bartell, Sarah Black, David Blenckstone, Jessica Clark, Lester Curry, Sarah Hall, Jeremy Hulse, Jonathan Horowitz, Racha Iskandarani, Julie Rohm, Andrew Sargent, Brittany Wedd

ABSENT: John Gonano, Lettie Wilkes

STAFF: Dan Spedden, President; Tiffany Ahalt, Betsy DeVore, Terri Mulligan

ROLL CALL

TOPIC: **Minutes of August 27, 2025**

MOTION: To approve the minutes of August 27, 2025, Board of Directors meeting, as presented (Copy on file). 1st Al Martin, 2nd Andrew Sargent

ACTION: Approved

TOPIC: **Financial Report**

DISCUSSION: Al Martin reviewed the Financial Statement for the period ending August 31, 2025, with the Board. (Copy on file with the minutes)

TOPIC: **New Member**

MOTION: To accept the new CVB members, as presented (list on file with the minutes). 1st Al Martin, 2nd Brittany Wedd

ACTION: Approved

TOPIC: **Executive Committee**

DISCUSSION: Dan Spedden presented the Executive Committee's recommendation to invite Rich Owens to join the Board of Directors.

MOTION: To appoint Rich Owns to serve as a member of the CVB Board of Directors, effective immediately. 1st Al Martin, 2nd Katie Clutz

TOPIC: **Bylaws**

DISCUSSION: Dan Spedden reported to the board that there were no suggested changes to the Bylaws, so they will remain as is through 2026.

TOPIC: 2026 CVB Budget

DISCUSSION: Dan Spedden reviewed the proposed 2026 Budget with the Board and highlighted any major adjustments.

MOTION: To approve the proposed 2026 Budget, as presented. (Copy on file) – 1st Al Martin, 2nd Katie Clutz.

ADJOURNMENT

Katie Clutz, Chair

Al Martin, Treasurer

Betsy DeVore, Meeting Recorder

WASHINGTON COUNTY, MARYLAND CONVENTION & VISITORS BUREAU, INC

Statement of Financial Position As of December 31, 2025

	AS OF DEC 31, 2025	AS OF DEC 31, 2024 (PY)
ASSETS	TOTAL	
Current Assets		
Bank Accounts		
104 Truist Operating 0717	44,702.65	122,985.15
105 Truist Payroll Reserve 3581	879.54	879.42
106 Truist PR 0725	12,491.37	7,876.65
107 Cash BB&T - Operating Reserve 2225	198,687.30	259,642.80
111 CD - F&M Trust	275,908.37	269,322.73
112 CD - CNB Bank	273,320.28	254,020.85
Total Bank Accounts	\$805,989.51	\$914,727.60
Other Current Assets		
115 Prepaid Expenses	0.00	5,500.00
121 Grants Receivable	0.00	29,418.00
122 Lodging Tax Receivable	106,300.23	119,458.39
123 Other Receivable	9,478.00	9,478.00
QuickBooks Tax Holding Account	249.83	
Total Other Current Assets	\$116,028.06	\$163,854.39
Total Current Assets	\$922,017.57	\$1,078,581.99
Fixed Assets		
153 Office Equipment	54,173.22	62,023.38
163 Accum Depr- Office Equipment	-53,935.03	-51,255.91
Total Fixed Assets	\$238.19	\$10,767.47
Other Assets		
165 Right of Use Asset	89,279.00	89,279.00
Total Other Assets	\$89,279.00	\$89,279.00
TOTAL ASSETS	\$1,011,534.76	\$1,178,628.46
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
203 Accounts Payable	0.00	20,115.00
Total Accounts Payable	\$0.00	\$20,115.00
Credit Cards		
Truist CC 2214	854.20	
Total Credit Cards	\$854.20	\$0.00
Other Current Liabilities		
200 Short-Term Lease Liability	30,360.00	30,360.00
220 Deferred Revenue	0.00	20,829.00
222 Accrued Salaries & Benefits	23,415.86	23,415.86
227 Accrued Vacation	11,791.84	11,791.84
24000 Payroll Liabilities		

	AS OF DEC 31, 2025	AS OF DEC 31, 2024 (PY)
TOTAL		
215 Federal Unemployment Payable	245.28	252.00
216 MD Unemployment Tax	4.55	9.60
Total 24000 Payroll Liabilities	249.83	261.60
Total Other Current Liabilities	\$65,817.53	\$86,658.30
Total Current Liabilities	\$66,067.36	\$106,773.30
Long-Term Liabilities		
201 Long-Term Lease Liability	60,054.00	60,054.00
Total Long-Term Liabilities	\$60,054.00	\$60,054.00
Total Liabilities	\$126,121.36	\$166,827.30
Equity		
290 Fund Balance	1,011,801.16	1,251,607.04
32000 Unrestricted Net Assets	0.00	0.00
Net Revenue	-126,992.13	-239,805.88
Total Equity	\$884,809.03	\$1,011,801.16
TOTAL LIABILITIES AND EQUITY	\$1,011,534.76	\$1,178,628.46

Lodging Tax Revenue Received
2016- 2026

This reflects the ACTUAL MONTH RECEIVED - CASH BASIS

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2026 Change
January	83,922.60	68,837.45	70,452.47	77,919.95	87,658.08	66,730.82	105,998.72	43,913.79	74,583.56	119,458.39	106,300.25	(13,158.14)
February	57,003.42	55,985.59	65,454.42	65,077.18	72,100.55	57,811.08	74,835.54	167,214.12	120,286.25	76,962.35		
March	56,433.17	62,015.27	63,139.50	65,839.16	69,471.98	45,066.37	71,852.66	67,638.70	89,230.85	91,785.08		
April	70,990.50	75,843.67	64,852.20	77,755.71	63,506.82	87,774.07	108,342.13	127,028.13	70,954.23	88,139.41		
May	79,149.51	73,281.67	82,132.79	91,379.88	41,174.27	86,688.10	108,965.05	102,370.22	108,686.96	98,694.40		
June	86,386.23	86,997.98	94,991.50	97,919.16	41,203.00	110,544.18	124,435.54	124,391.60	159,829.55	109,542.10		
July	108,095.75	103,935.74	127,296.55	106,702.85	39,839.02	117,559.56	126,309.02	162,924.95	136,707.82	128,355.38		
August	105,121.32	103,712.96	107,924.58	129,609.50	73,916.46	124,111.32	96,731.54	140,562.30	141,170.16	172,113.26		
September	106,954.09	109,878.67	124,891.18	121,973.79	80,875.87	105,252.19	174,819.27	148,962.53	146,823.66	121,935.51		
October	100,509.04	96,044.50	105,131.29	108,135.15	83,538.20	144,818.65	128,824.51	123,801.64	126,479.02	130,659.53		
November	83,015.59	89,890.55	100,460.95	97,600.47	72,028.55	94,116.35	124,567.22	113,054.85	130,385.39	144,859.16		
December	93,983.13	100,143.98	102,655.62	98,368.15	70,517.53	130,778.88	124,567.22	136,544.03	121,514.71	126,115.61		
ANNUAL TOT \$	1,031,564.35	1,026,548.03	1,109,383.05	1,138,280.95	795,830.33	1,171,251.57	1,370,248.42	1,458,406.86	1,426,652.18	1,408,620.18	\$ 106,300.25	(13,158.14)
12 mnths 2018		1,109,383.05	12 mnths 2019	1,138,280.95	12 mnths 2020	795,830.33						106,300.25
12 mnths 2017	1,026,548.03	12 mnths 2018	1,109,383.05	12 mnths 2019	1,138,280.95	1,138,280.95						119,458.39
Increase \$\$	82,835.02	Increase \$\$	28,897.90	Increase \$\$	(342,450.62)							(13,158.14)
Increase %	8.07%	Increase %	2.60%	Increase %	-30.09%							-11.01%

ANNUAL REVENUES BY YEAR:

1998	\$ 428,525.61	2007	\$ 815,256.26
1999	\$ 437,556.58	2008	\$ 779,803.23
2000	\$ 479,162.63	2009	\$ 751,738.79
2001	\$ 485,569.66	2010	\$ 815,486.70
2002	\$ 502,110.33	2011	\$ 854,416.73
2003	\$ 463,220.59	2012	\$ 957,010.93
2004	\$ 580,730.84	2013	\$ 925,868.36
2005	\$ 661,866.93	2014	\$ 994,671.58
2006	\$ 765,219.60	2015	\$ 1,021,403.69

Washington County, Maryland Convention & Visitors Bureau, Inc.
 Accountants Report/Discussion Points - Executive Board
 December 31, 2025

	Dec-25 Year To Date	Dec-24 Prior YTD	Year to Year Variance	Current Year Budget	Dec-25 YTD Variance To Budget
1) REVENUE:					
Lodging Tax Revenue	1,398,562.72	1,352,068.62	46,494.10	1,474,000.00	(75,437.28)
Grants	126,146.00	256,664.00	(130,518.00)	95,564.00	30,562.00
Washington County Grant	-	-	-	-	-
USA Cycling	-	-	-	-	-
Memberships	55,962.50	64,368.05	(8,405.55)	60,900.00	(4,937.50)
Member Activities	1,865.00	-	1,865.00	-	1,865.00
Visitor Guide	63,990.80	55,660.50	8,330.30	51,000.00	12,990.80
Publication Advertising	-	-	-	-	-
Advertising Co-ops	-	-	-	-	-
Vacation Value Pass	-	-	-	-	-
Gift Shop Sales	-	-	-	-	-
Sponsorships	-	-	-	-	-
Miscellaneous Revenue	96,413.82	-	96,413.82	-	96,413.82
Ticket Sale Commissions	-	-	-	-	-
Illuminations	-	-	-	-	-
Interest Income	47,915.88	21,256.49	26,659.39	8,400.00	39,515.88
Loss on disposal of assets	-	-	-	-	-
TOTAL REVENUE	1,790,856.72	1,750,017.66	40,839.06	1,689,864.00	100,992.72
Total Administrative Expense	648,349.55	562,322.95	86,026.60	638,050.00	10,299.55
Total Operating Expense	156,832.37	143,031.58	13,800.79	165,786.00	(8,953.63)
Promotional Programs:					
Advertising	471,628.27	520,583.63	(48,955.36)	361,040.00	110,588.27
Sales	87,155.82	86,262.26	893.56	65,099.00	22,056.82
Public Relations	51,845.04	87,014.18	(35,169.14)	31,510.00	20,335.04
Publications	88,368.20	78,491.81	9,876.39	97,200.00	(8,831.80)
Product Development	-	-	-	-	-
Member Relations	21,500.11	24,369.55	(3,069.44)	15,450.00	6,050.11
Other Promotional Programs	392,169.49	552,233.62	(160,064.13)	160,082.00	232,087.49
Total Promotional Programs	1,112,666.93	1,349,155.05	(236,488.12)	730,381.00	382,285.93
TOTAL EXPENSES	1,917,848.85	2,054,509.58	(136,660.73)	1,534,217.00	383,631.85
NET SURPLUS (DEFICIT)	(126,992.13)	(304,491.92)	177,499.79	155,647.00	(282,639.13)
Expenses grouped by functional category:					
Program Services	1,600,157.57	1,778,971.33	-	-	- This Assumes that 51% of Administrative Expense is allocated to Program Services.
Management & General	317,691.28	275,538.25			
	<u>1,917,848.85</u>	<u>2,054,509.58</u>			
Program Service % age	83%	87%			

NEW MEMBERS**The Veiled Lady Boutique**

Robin Gillenwater
16 N. Conococheague Street
Williamsport, MD 21795
301-366-6976
www.theveiledladyboutique.com

Branded Chophouse

Tyler Flickinger
7704 Old National Pike Suite A
Boonsboro, MD 21713
www.brandedchophouse.toast.site

Il Forno Vanish

Tyler Flickinger
7704 Old National Pike Suite C
Boonsboro, Md 21713
www.lifornovanish.toast.site

The Hall

Tyler Flickinger
7704 Old National Pike Suite B
Boonsboro, Md 21713
www.borolivemaryland.com/the-hall/

Barrel Bodega Bar & Bottle Shop

Devan Zeger
17618 Valley Mall Rd.
Hagerstown, MD 21740
301-582-4444
www.barrelbodega.com

Juniper Café

Kalim Johnson
41 N. Potomac St.
Hagerstown, MD 21740
240-267-2897

Ciao Pasta

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18348 Spark Dr., Unit #205
Hagerstown, MD 21740
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