



## Funding Application 2018 and 2019 Lodging Tax Funds



### Deadline

June 15, 2018 at 4:00pm for funds to be expended in 2018  
August 31, 2018 at 4:00pm for funds to be expended in 2019

BY: .....

### Attention

City of Yelm  
Dana Spivey, Executive Administrative Assistant  
105 Yelm Avenue West  
Yelm, WA 98597

### Entity Information

Experience Olympia & Beyond	911735847		
Organization/Agency Name	Federal Tax ID Number		
Shauna Stewart	CEO		
Contact Name	Title		
2424 Heritage Ct. SW, Suite B	Olympia	WA	98502
Mailing Address	City	State	Zip
360-704-7544	360-951-0048	shauna@experienceolympia.com	
Work Phone	Cell Phone	Email Address	

☒ Tourism Promotion/Marketing Activities ☐ Events/Festivals ☐ Program/Project

Amount Requested: \$30,000

Total Budget: \$1,387,343.53

## LTAC Funding Request Information

Destination Marketing	Thurston County	Jan. 1, 2019	Dec. 31, 2019
Name of Tourism Activity/Event/Program/Project	Location	Start Date	End Date

**Brief Description:**  
(450 words or less)

Experience Olympia & Beyond serves as the official destination marketing organization for Thurston County. We promote Yelm and the Thurston County area as a tourism destination to leisure travelers, meeting and event planners, sports planners and tour/travel professionals to increase visitor spending and heads in beds for the region. Key sales and marketing activities include content marketing through our website, blog, social media, video and photography, working with media to write articles about the region, print and digital advertising, tradeshow in key markets, etc.

ExperienceOlympia.com; ExperienceYelm.com	www.facebook.com/ExperienceOlympiaAndBeyond https://twitter.com/experience_oly
Website Address	Social Media Account(s)

**1. What are the projected number of attendees estimated to travel greater than 50 miles to attend the activity/event and what is your estimate based on:**

1,881 attendees; estimate based on 2017 Dean Runyan Travel Impacts Study. Assuming flat growth.

= Total overnight person-trips x 5% (VCB's estimate of influence) x 3% (Yelm's share of rooms)

**2. What are the projected number of attendees estimated to travel from another state or country to attend the activity/event and what is your estimate based on:**

An estimated 752 attendees from out of state. Tracking at our Visitor Information Center shows that an estimated 40% of our visitors are from out of state.

= 1,881 attendees x 40%

**3. What are the projected attendees who estimated to stay in paid overnight accommodations?**

575 attendees; estimate based on 2017 Dean Runyan Travel Impacts Study. Assuming flat growth.

= Hotel, Motel Person Trips x 5% (VCB's estimate of influence) x 3% (Yelm's share of rooms)

**4. What are the projected attendees who estimated to stay in unpaid overnight accommodations?**

1,187 attendees; estimate based on 2017 Dean Runyan Travel Impacts Study. Assuming flat growth.

= Private Home Person Trips x 5% (VCB's estimate of influence) x 3% (Yelm's share of rooms)

**5. How do you plan to measure/evaluate the actual attendance and locations visitors traveled from?**

We use the Dean Runyan Travel Impacts study to measure visitor impact. The report is published annually, typically in April.

**6. Describe the tourism promotion impact on the economy from your special event, festival, or tourism-related program or project within the City of Yelm, specifically on the lodging and food service sectors.**

Destination marketing inspires and influences visitors to choose Yelm and Thurston County. Yelm businesses (restaurants, hotels, attractions and more) benefit from visitor spending. This spending creates tax revenues for the city and supports jobs.

In 2017, Visitor Spending increased 15.6 percent to \$354.1 million. Based on our calculations, Yelm would have received \$10.6 million and we would have influenced \$531,150.

**7. How broad-based will the tourism promotion benefit be geographically and economically?**

We promote Yelm and all of Thurston County as a destination; therefore, the economic impact is county-wide and includes Yelm.

**8. Describe how you will promote overnight stays in Yelm lodging establishments?**

We inspire and influence visitors at every step of the buyer's journey: Dream, Plan, Book and Experience. We have a strategic marketing and communications plan designed to draw people through this funnel and choose Yelm/Thurston County. Yelm lodging establishments are listed in Thurston County's official Visitor Guide which is distributed along the I-5 corridor and the airport; it is also available for download and by request on our website. Lodging establishments are also featured on our website where visitors can search space, dates and rates and "book now". Yelm lodging establishments also have access to group leads so they have potential to book meetings, events and tours with overnight accommodations.

**9. Describe how you will promote Yelm and other attractions in the Yelm area to entice tourists to extend their visit beyond attendance to your special event, festival, or tourism-related facility.**

Key sales and marketing activities include content marketing through our website, blog, social media, video and photography, working with media to write articles about the region, tradeshow in key markets, etc.

In addition to key marketing activities, \$10,000 of this funding would go towards a brand-scripting workshop to identify Yelm's unique brand/story and the creation of a Yelm-centered video which can be used across platforms to promote Yelm as a destination.

**10. What tourism outcome should the City expect if your proposal is only partially funded? Please be specific. For example: Which services will not happen? How do you intend to alternatively fund your program?**

If our proposal is not fully funded, we would have to reduce/eliminate digital advertising during the shoulder-season. We would also need to eliminate the brand workshop and video creation as these have hard costs associated with them that we could not offset.

We are funded through TPA, LTAC and private revenues. When revenues come in less than projected we are forced to make cuts to either programs or personnel.

**11. List other organizations that you will partner with for this proposal. Letters of endorsement are welcome to be attached to this application (please do not send separately to City Hall).**

We work with the Yelm Chamber of Commerce, City of Yelm and local businesses to fulfill the promised outlined in this proposal.

**12. List any other measurements that demonstrate the impact of increased tourism attributable to your special event, festival, or tourism-related facility. Please include any other thoughts that may encourage the Lodging Tax Advisory Committee/Yelm City Council to use lodging tax funds to support this application.**

Monthly, we publish a scorecard which shows the direct results of our sales and marketing efforts. This scorecard measures website unique views, social media reach, articles published, media impressions, leads sent, leads booked, lead room nights sent, and lead room nights booked. These are key indicators of our performance and success.

Our mission is to strengthen the region's economy by developing meaningful experiences and promoting travel to vibrant Thurston County. One of our key values is regionalism. We believe we are better together. Our product is more compelling, marketing is more effective, and investments are better made when we work together to serve the whole.

It is an honor and joy to promote Yelm as a tourism destination. From the Thurston Bountiful Byway and the Yelm-Tenino Trail, to unique events and a vibrant business community, we have enjoyed promoting Yelm to visitors from near and far for years. We look forward to building on this momentum by better packaging and promoting Yelm as a destination. By working with stakeholders to create a dynamic brand narrative we all will be better positioned to tell Yelm's story moving forward.

## **Certification**

I hereby state on behalf of Experience Olympia & Beyond (organization/agency name) that we are a:

☒ Nonprofit      ☐ Government Entity      ☐ Other

The applicant has, or will obtain, general liability insurance covering no less than \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.

The applicant has on file with the City, or is submitting one copy, of their current articles of incorporation and by-laws.

I understand this is an application for a contract with the City of Yelm, which, if awarded, will only be paid after the service(s) is rendered on a reimbursement basis and a signed Lodging Tax Invoice is submitted with proof of payment documentation.

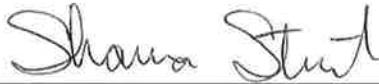
The applicant has accounting/record-keeping systems which A) show the purposes for which City of Yelm funds have been spent; B) is open to inspection by the City of Yelm or its agents; and C) is maintained for at least 6 years following the end of contract.

I understand that the City of Yelm will conduct public discussions regarding recommendations for funding to any agency making application to the City of Yelm and its Lodging Tax Advisory Committee.

I hereby certify that the information contained in this certification and application for funding with the City of Yelm is a true and accurate statement of activities and financial status of the organization submitting this application.

I hereby certify that the person signing this application is duly authorized to execute this document on behalf of the applicant entity.

Shauna Stewart, CEO



8/23/2018

Name and Title

Signature

Date

# Lodging Tax Budget Form

## Lodging Tax Applicant

Experience Olympia & Beyond

Specific to your tourism projects, activities and events in City of Yelm, please complete the highlighted portions of this document and list the amount and status of funding for all sources from you have already or intend to receive. If applicable, please include in-kind donations and funds received from admission fees.

## Projected Revenue

Source		Amount
Sponsorships		62,500
Admission		0
Reserves		0
Donations & In-Kind Contributions		18,800
Grants		0
Program Service Fees (membership)		21,900
Gift Shop		0
Vendor Fees		0
Fundraising Activities (advertising & event income)		61,770
Anticipated Lodging Tax Funding		30,000
Lodging Tax from other Jurisdiction (please specify)	Olympia, Lacey & Tumwater	260,000
All other Sources of Revenue (please specify)	TPA	942,023
<b>Total Revenue</b>		<b>1,386,993</b>

## Projected Expenses

		Amount
Personnel (salaries and benefits)		592,391
Administration (utilities, phone, etc.)		66,479
Marketing and Promotion (sales & marketing)		546,557
Professional and Consultant Fees		40,175
Equipment		3,500
Facility/Event Rental		70,019
Travel (please specify)	conferences, meetings	22,830
All Other Expenses (please specify)	community relations, other admin	45,080
<b>Total Expenses</b>		<b>1,387,031</b>
<b>Program Excess (Deficit)</b>		<b>312.04</b>

Form 990

OMB No. 1545-0047

## Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)  
Do not enter social security numbers on this form as it may be made public.Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

2017

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

<b>A</b> For the 2017 calendar year, or tax year beginning , 2017, and ending		<b>D</b> Employer identification number 91-1735847	
<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Visitors and Convention Bureau of Thurston County PO Box 7338 Olympia, WA 98507		<b>E</b> Telephone number 360-704-7544
			<b>G</b> Gross receipts \$ 1,251,903.
			<b>H(a)</b> Is this a group return for subordinates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
			<b>H(b)</b> Are all subordinates included? Yes <input type="checkbox"/> No <input type="checkbox"/> If "No," attach a list. (see instructions)
			<b>H(c)</b> Group exemption number ▶
<b>F</b> Name and address of principal officer: Same As C Above			
<b>I</b> Tax-exempt status: 501(c)(3) <input checked="" type="checkbox"/> 501(c) ( 6 ) (insert no.) 4947(a)(1) or 527			
<b>J</b> Website: ▶ <a href="http://www.visitolympia.com">www.visitolympia.com</a>			
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		<b>L</b> Year of formation: 1996	<b>M</b> State of legal domicile: WA

<b>Part I Summary</b>				
<b>Activities &amp; Governance</b>	<b>1</b> Briefly describe the organization's mission or most significant activities: <u>Position Thurston County and its cities as a visitor destination to enhance its economic vitality.</u>			
	<b>2</b> Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.			
	<b>3</b> Number of voting members of the governing body (Part VI, line 1a)	<b>3</b>	17	
	<b>4</b> Number of independent voting members of the governing body (Part VI, line 1b)	<b>4</b>	17	
	<b>5</b> Total number of individuals employed in calendar year 2017 (Part V, line 2a)	<b>5</b>	9	
	<b>6</b> Total number of volunteers (estimate if necessary)	<b>6</b>	17	
<b>Revenue</b>	<b>7a</b> Total unrelated business revenue from Part VIII, column (C), line 12	<b>7a</b>	0.	
	<b>b</b> Net unrelated business taxable income from Form 990-T, line 34	<b>7b</b>	0.	
	<b>Prior Year</b> <b>Current Year</b>			
	<b>8</b> Contributions and grants (Part VIII, line 1h)	47,474.	75,273.	
	<b>9</b> Program service revenue (Part VIII, line 2g)	1,024,376.	1,176,013.	
	<b>10</b> Investment income (Part VIII, column (A), lines 3, 4, and 7d)	254.	617.	
	<b>11</b> Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)			
	<b>12</b> Total revenue — add lines 8 through 11 (must equal Part VIII, column (A), line 12)	1,072,104.	1,251,903.	
	<b>Expenses</b>	<b>13</b> Grants and similar amounts paid (Part IX, column (A), lines 1-3)		
		<b>14</b> Benefits paid to or for members (Part IX, column (A), line 4)		
<b>15</b> Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		389,844.	431,180.	
<b>16a</b> Professional fundraising fees (Part IX, column (A), line 11e)				
<b>b</b> Total fundraising expenses (Part IX, column (D), line 25) ▶				
<b>17</b> Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)		542,725.	828,982.	
<b>18</b> Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)		932,569.	1,260,162.	
<b>19</b> Revenue less expenses. Subtract line 18 from line 12		139,535.	-8,259.	
<b>Net Assets or Fund Balances</b>	<b>Beginning of Current Year</b> <b>End of Year</b>			
	<b>20</b> Total assets (Part X, line 16)	432,103.	437,536.	
	<b>21</b> Total liabilities (Part X, line 26)	20,357.	55,332.	
	<b>22</b> Net assets or fund balances. Subtract line 21 from line 20	411,746.	382,204.	

## Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer		Date	
	Shauna Stewart		Executive Director	
<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed PTIN P00182156
	Jeff Hollingsworth, CPA			
	Firm's name	Firm's EIN		
	Firm's address	Phone no.		
McSwain and Company, PS		91-1706316		
612 Woodland Square Loop SE, Suite 300		360-357-9304		
Lacey, WA 98503				

May the IRS discuss this return with the preparer shown above? (see instructions) ☒ Yes ☐ No

BAA For Paperwork Reduction Act Notice, see the separate instructions.

TEEA0113L 08/08/17

Form 990 (2017)

**Part III Statement of Program Service Accomplishments**Check if Schedule O contains a response or note to any line in this Part III. ☐

1 Briefly describe the organization's mission:

Position Thurston County and its cities as a visitor destination to enhance its  
economic vitality.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4 a (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )  
Produce and distribute visitors and convention bureau publications.

4 b (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )  
Advertise the region in travel and industry publications, broadcast media, and  
through direct selling to industry representatives.

4 c (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )  
Host an annual meeting to inform members of trends and activity in the tourism  
market. Organize special events open to the public to promote the region.

4 d Other program services (Describe in Schedule O.)  
(Expenses \$ including grants of \$ ) (Revenue \$ )

4 e Total program service expenses



**Part IV Checklist of Required Schedules**

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If 'Yes,' complete Schedule A.	1	X
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	2	X
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I.	3	X
4 <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If 'Yes,' complete Schedule C, Part II.	4	
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If 'Yes,' complete Schedule C, Part III.	5	X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If 'Yes,' complete Schedule D, Part I.	6	X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If 'Yes,' complete Schedule D, Part II.	7	X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If 'Yes,' complete Schedule D, Part III.	8	X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? If 'Yes,' complete Schedule D, Part IV.	9	X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If 'Yes,' complete Schedule D, Part V.	10	X
11 If the organization's answer to any of the following questions is 'Yes', then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If 'Yes,' complete Schedule D, Part VI.	11 a	X
b Did the organization report an amount for investments — other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VII.	11 b	X
c Did the organization report an amount for investments — program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VIII.	11 c	X
d Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part IX.	11 d	X
e Did the organization report an amount for other liabilities in Part X, line 25? If 'Yes,' complete Schedule D, Part X.	11 e	X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If 'Yes,' complete Schedule D, Part X.	11 f	X
12 a Did the organization obtain separate, independent audited financial statements for the tax year? If 'Yes,' complete Schedule D, Parts XI and XII.	12 a	X
b Was the organization included in consolidated, independent audited financial statements for the tax year? If 'Yes,' and if the organization answered 'No' to line 12a, then completing Schedule D, Parts XI and XII is optional.	12 b	X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E.	13	X
14 a Did the organization maintain an office, employees, or agents outside of the United States?	14 a	X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If 'Yes,' complete Schedule F, Parts I and IV.	14 b	X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If 'Yes,' complete Schedule F, Parts II and IV.	15	X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If 'Yes,' complete Schedule F, Parts III and IV.	16	X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If 'Yes,' complete Schedule G, Part I (see instructions).	17	X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If 'Yes,' complete Schedule G, Part II.	18	X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If 'Yes,' complete Schedule G, Part III.	19	X

**Part IV Checklist of Required Schedules** (continued)

	Yes	No
<b>20a</b> Did the organization operate one or more hospital facilities? If 'Yes,' complete Schedule H.		X
<b>20b</b> If 'Yes' to line 20a, did the organization attach a copy of its audited financial statements to this return?		
<b>21</b> Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If 'Yes,' complete Schedule I, Parts I and II.		X
<b>22</b> Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If 'Yes,' complete Schedule I, Parts I and III.		X
<b>23</b> Did the organization answer 'Yes' to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If 'Yes,' complete Schedule J.		X
<b>24a</b> Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If 'Yes,' answer lines 24b through 24d and complete Schedule K. If 'No,' go to line 25a.		X
<b>24b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
<b>24c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
<b>24d</b> Did the organization act as an 'on behalf of' issuer for bonds outstanding at any time during the year?		
<b>25a</b> Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If 'Yes,' complete Schedule L, Part I.		
<b>25b</b> Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If 'Yes,' complete Schedule L, Part I.		
<b>26</b> Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? If 'Yes,' complete Schedule L, Part II.		X
<b>27</b> Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? If 'Yes,' complete Schedule L, Part III.		X
<b>28</b> Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
<b>28a</b> A current or former officer, director, trustee, or key employee? If 'Yes,' complete Schedule L, Part IV.		X
<b>28b</b> A family member of a current or former officer, director, trustee, or key employee? If 'Yes,' complete Schedule L, Part IV.		X
<b>28c</b> An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If 'Yes,' complete Schedule L, Part IV.		X
<b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? If 'Yes,' complete Schedule M.		X
<b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If 'Yes,' complete Schedule M.		X
<b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? If 'Yes,' complete Schedule N, Part I.		X
<b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If 'Yes,' complete Schedule N, Part II.		X
<b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If 'Yes,' complete Schedule R, Part I.		X
<b>34</b> Was the organization related to any tax-exempt or taxable entity? If 'Yes,' complete Schedule R, Part II, III, or IV, and Part V, line 1.		X
<b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
<b>35b</b> If 'Yes' to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If 'Yes,' complete Schedule R, Part V, line 2.		
<b>36</b> Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If 'Yes,' complete Schedule R, Part V, line 2.		
<b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If 'Yes,' complete Schedule R, Part VI.		X
<b>38</b> Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19?	X	

Note. All Form 990 filers are required to complete Schedule O.

Form 990 (2017)

BAA

**Part V** Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V. ☐

		Yes	No
1 a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable. <span style="float:right">1 a 0</span>		
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable. <span style="float:right">1 b 0</span>		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners? <span style="float:right">1 c</span>		
2 a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return. <span style="float:right">2 a 9</span>		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? <b>Note.</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)	X	
3 a	Did the organization have unrelated business gross income of \$1,000 or more during the year? <span style="float:right">3 a</span>		X
b	If 'Yes,' has it filed a Form 990-T for this year? If 'No' to line 3b, provide an explanation in Schedule O. <span style="float:right">3 b</span>		
4 a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? <span style="float:right">4 a</span>		X
b	If 'Yes,' enter the name of the foreign country: See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5 a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? <span style="float:right">5 a</span>		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? <span style="float:right">5 b</span>		X
c	If 'Yes,' to line 5a or 5b, did the organization file Form 8886-T? <span style="float:right">5 c</span>		
6 a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? <span style="float:right">6 a</span>		X
b	If 'Yes,' did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? <span style="float:right">6 b</span>		
7	<b>Organizations that may receive deductible contributions under section 170(c).</b>		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor? <span style="float:right">7 a</span>		
b	If 'Yes,' did the organization notify the donor of the value of the goods or services provided? <span style="float:right">7 b</span>		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? <span style="float:right">7 c</span>		
d	If 'Yes,' indicate the number of Forms 8282 filed during the year. <span style="float:right">7 d</span>		
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? <span style="float:right">7 e</span>		
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? <span style="float:right">7 f</span>		
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? <span style="float:right">7 g</span>		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C? <span style="float:right">7 h</span>		
8	<b>Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? <span style="float:right">8</span>		
9	<b>Sponsoring organizations maintaining donor advised funds.</b>		
a	Did the sponsoring organization make any taxable distributions under section 4966? <span style="float:right">9 a</span>		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? <span style="float:right">9 b</span>		
10	<b>Section 501(c)(7) organizations.</b> Enter:		
a	Initiation fees and capital contributions included on Part VIII, line 12. <span style="float:right">10 a</span>		
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities <span style="float:right">10 b</span>		
11	<b>Section 501(c)(12) organizations.</b> Enter:		
a	Gross income from members or shareholders. <span style="float:right">11 a</span>		
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.) <span style="float:right">11 b</span>		
12 a	<b>Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041? <span style="float:right">12 a</span>		
b	If 'Yes,' enter the amount of tax-exempt interest received or accrued during the year. <span style="float:right">12 b</span>		
13	<b>Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
a	Is the organization licensed to issue qualified health plans in more than one state? <b>Note.</b> See the instructions for additional information the organization must report on Schedule O. <span style="float:right">13 a</span>		
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans. <span style="float:right">13 b</span>		
c	Enter the amount of reserves on hand <span style="float:right">13 c</span>		
14 a	Did the organization receive any payments for indoor tanning services during the tax year? <span style="float:right">14 a</span>		X
b	If 'Yes,' has it filed a Form 720 to report these payments? If 'No,' provide an explanation in Schedule O. <span style="float:right">14 b</span>		

**Part VI Governance, Management, and Disclosure** For each 'Yes' response to lines 2 through 7b below, and for a 'No' response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.Check if Schedule O contains a response or note to any line in this Part VI. ☒ X**Section A. Governing Body and Management**

	Yes	No
1 a Enter the number of voting members of the governing body at the end of the tax year. If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.	17	
b Enter the number of voting members included in line 1a, above, who are independent	17	
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2	X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?	3	X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4	X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?	5	X
6 Did the organization have members or stockholders?	6	X
7 a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7 a	X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7 b	X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
a The governing body?	8 a	X
b Each committee with authority to act on behalf of the governing body?	8 b	X
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If 'Yes,' provide the names and addresses in Schedule O.	9	X

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10 a Did the organization have local chapters, branches, or affiliates?	10 a	X
b If 'Yes,' did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10 b	
11 a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11 a	X
b Describe in Schedule O the process, if any, used by the organization to review this Form 990. See Schedule O	11 b	
12 a Did the organization have a written conflict of interest policy? If 'No,' go to line 13.	12 a	X
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12 b	X
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If 'Yes,' describe in Schedule O how this was done. See Schedule O	12 c	X
13 Did the organization have a written whistleblower policy?	13	X
14 Did the organization have a written document retention and destruction policy?	14	X
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official. See Schedule O	15 a	X
b Other officers or key employees of the organization. If 'Yes' to line 15a or 15b, describe the process in Schedule O (see instructions).	15 b	X
16 a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16 a	X
b If 'Yes,' did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16 b	

**Section C. Disclosure**

17 List the states with which a copy of this Form 990 is required to be filed. None

18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request ☒ Other (explain in Schedule O) See Sch. O

19 Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year. See Schedule O

20 State the name, address, and telephone number of the person who possesses the organization's books and records: The Organization PO Box 7338 Olympia WA 98507 360-704-7544

**Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**Check if Schedule O contains a response or note to any line in this Part VII. ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1 a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of 'key employee.'
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☒ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) Janine Phillips Director	1 0	X						0.	0.	0.
(2) Patrick Knutson Director	1 0	X						0.	0.	0.
(3) Joe Downing Director	1 0	X						0.	0.	0.
(4) Sans Gilmore Director	1 0	X						0.	0.	0.
(5) Sue Falash Director	1 0	X						0.	0.	0.
(6) Jason Hearn Director	1 0	X						0.	0.	0.
(7) Kelly Green Director	1 0	X						0.	0.	0.
(8) Asian Meade Director	1 0	X						0.	0.	0.
(9) Sandra Miller Director	1 0	X						0.	0.	0.
(10) Lisa Parshley Director	1 0	X						0.	0.	0.
(11) Patty Belmonte Director	1 0	X						0.	0.	0.
(12) Eileen Swarthout Director	1 0	X						0.	0.	0.
(13) Josh Stottlemeyer Director	1 0	X						0.	0.	0.
(14) Kathleen Thomas Director	1 0	X						0.	0.	0.



**Part VII Section A. Officers, Trustees, Key Employees, and Highest Compensated Employees** (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)					(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee			
(15) <u>Christina Daniels</u> Treasurer	5 0			X			0.	0.	0.
(16) <u>Jill Barnes</u> President	5 0			X			0.	0.	0.
(17) <u>Michael Davidson</u> Secretary	5 0			X			0.	0.	0.
(18) <u>Shauna Stewart</u> CEO	40 0				X		99,520.	0.	0.
(19) _____									
(20) _____									
(21) _____									
(22) _____									
(23) _____									
(24) _____									
(25) _____									
<b>1 b Sub-total</b> .....							99,520.	0.	0.
<b>c Total from continuation sheets to Part VII, Section A</b> .....							0.	0.	0.
<b>d Total (add lines 1b and 1c)</b> .....							99,520.	0.	0.

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization ▶ 0

**3** Did the organization list any **former officer**, director, or **trustee**, key employee, or highest compensated employee on line 1a? If "Yes," complete **Schedule J** for such individual. ....

**4** For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? If "Yes," complete **Schedule J** for such individual. ....

**5** Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? If "Yes," complete **Schedule J** for such person. ....

	Yes	No
3		X
4		X
5		X

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

**2** Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization ▶ 0

**Part VIII Statement of Revenue**Check if Schedule O contains a response or note to any line in this Part VIII. ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	1 a Federated campaigns	1 a				
	b Membership dues	1 b	24,600.			
	c Fundraising events	1 c				
	d Related organizations	1 d				
	e Government grants (contributions)	1 e				
	f All other contributions, gifts, grants, and similar amounts not included above	1 f	50,673.			
	g Noncash contributions included in lines 1a-1f: \$					
	h Total. Add lines 1a-1f.		75,273.			
<b>Program Service Revenue</b>	Business Code					
	2 a Promotional Contracts		915,043.	915,043.		
	b Lodging Tax	900099	251,693.	251,693.		
	c Special Events	541800	9,277.	9,277.		
	d Miscellaneous	511190				
	e					
	f All other program service revenue					
g Total. Add lines 2a-2f.		1,176,013.				
<b>Other Revenue</b>	3 Investment income (including dividends, interest and other similar amounts)		617.			617.
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
	(i) Real (ii) Personal					
	6 a Gross rents					
	b Less: rental expenses					
	c Rental income or (loss)					
	d Net rental income or (loss)					
	(i) Securities (ii) Other					
	7 a Gross amount from sales of assets other than inventory					
	b Less: cost or other basis and sales expenses					
	c Gain or (loss)					
	d Net gain or (loss)					
	8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18	a				
	b Less: direct expenses	b				
	c Net income or (loss) from fundraising events					
	9 a Gross income from gaming activities. See Part IV, line 19	a				
	b Less: direct expenses	b				
	c Net income or (loss) from gaming activities					
	10 a Gross sales of inventory, less returns and allowances	a				
b Less: cost of goods sold	b					
c Net income or (loss) from sales of inventory						
Miscellaneous Revenue Business Code						
11 a						
b						
c						
d All other revenue						
e Total. Add lines 11a-11d						
12 Total revenue. See instructions		1,251,903.	1,176,013.	0.	617.	

**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX. ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21.				
2 Grants and other assistance to domestic individuals. See Part IV, line 22.				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16.				
4 Benefits paid to or for members.				
5 Compensation of current officers, directors, trustees, and key employees.	99,520.			
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B).	0.			
7 Other salaries and wages.	265,547.			
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions).				
9 Other employee benefits.	29,239.			
10 Payroll taxes.	36,874.			
11 Fees for services (non-employees):				
a Management.				
b Legal.	23,533.			
c Accounting.	6,590.			
d Lobbying.				
e Professional fundraising services. See Part IV, line 17.				
f Investment management fees.				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	27,418.			
12 Advertising and promotion.	368,452.			
13 Office expenses.				
14 Information technology.	25,305.			
15 Royalties.				
16 Occupancy.	43,996.			
17 Travel.	12,623.			
18 Payments of travel or entertainment expenses for any federal, state, or local public officials.				
19 Conferences, conventions, and meetings.	24,830.			
20 Interest.				
21 Payments to affiliates.				
22 Depreciation, depletion, and amortization.	3,067.			
23 Insurance.	1,307.			
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a Website.	83,046.			
b Special Projects.	49,131.			
c Membership.	33,689.			
d Visitor Guide.	26,199.			
e All other expenses.	99,796.			
25 Total functional expenses. Add lines 1 through 24e.	1,260,162.			
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720).				



**Part X Balance Sheet**Check if Schedule O contains a response or note to any line in this Part X ☐

		(A) Beginning of year		(B) End of year
<b>Assets</b>	1 Cash — non-interest-bearing	378,276.	1	338,295.
	2 Savings and temporary cash investments	2,245.	2	
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	40,408.	4	27,788.
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4953(f)(1)), persons described in section 4953(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10 a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10 a 32,787.		10 c 22,084.
	b Less: accumulated depreciation	10 b 10,703.	11,174.	11
	11 Investments — publicly traded securities		12	
	12 Investments — other securities. See Part IV, line 11		13	
	13 Investments — program-related. See Part IV, line 11		14	
	14 Intangible assets		15	49,369.
	15 Other assets. See Part IV, line 11		16	437,536.
16 <b>Total assets.</b> Add lines 1 through 15 (must equal line 34).		432,103.	17	55,332.
17 Accounts payable and accrued expenses	20,357.	18		
18 Grants payable		19		
19 Deferred revenue		20		
20 Tax-exempt bond liabilities		21		
21 Escrow or custodial account liability. Complete Part IV of Schedule D		22		
22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		23		
23 Secured mortgages and notes payable to unrelated third parties		24		
24 Unsecured notes and loans payable to unrelated third parties		25		
25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		26	55,332.	
26 <b>Total liabilities.</b> Add lines 17 through 25		20,357.	26	
<b>Net Assets or Fund Balances</b>	Organizations that follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.		27	
	27 Unrestricted net assets		28	
	28 Temporarily restricted net assets		29	
	29 Permanently restricted net assets		30	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 30 through 34.		31	
	30 Capital stock or trust principal, or current funds		32	382,204.
	31 Paid-in or capital surplus, or land, building, or equipment fund	411,746.	33	382,204.
	32 Retained earnings, endowment, accumulated income, or other funds	411,746.	34	437,536.
	33 Total net assets or fund balances	432,103.		
	34 Total liabilities and net assets/fund balances			

Form 990 (2017)

BAA

**Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI. ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	1,251,903.
2	Total expenses (must equal Part IX, column (A), line 25)	2	1,260,162.
3	Revenue less expenses. Subtract line 2 from line 1	3	-8,259.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	411,746.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	-21,283.
9	Other changes in net assets or fund balances (explain in Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	382,204.

**Part XII Financial Statements and Reporting**Check if Schedule O contains a response or note to any line in this Part XII. ☐

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____		
If the organization changed its method of accounting from a prior year or checked 'Other,' explain in Schedule O.		
2 a Were the organization's financial statements compiled or reviewed by an independent accountant?	2 a	X
If 'Yes,' check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		
b Were the organization's financial statements audited by an independent accountant?	2 b	X
If 'Yes,' check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		
c If 'Yes' to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	2 c	
If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.		
3 a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3 a	X
b If 'Yes,' did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.	3 b	

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Form 990 (2017)

**SCHEDULE C**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Political Campaign and Lobbying Activities**

For Organizations Exempt From Income Tax Under section 501(c) and section 527

- **Complete if the organization is described below. ► Attach to Form 990 or Form 990-EZ.**  
► Go to at [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information

OMB No. 1545-0047

**2017**

**Open to Public Inspection**

If the organization answered 'Yes,' on Form 990, Part IV, line 3, or Form 990-EZ, Part V, line 46 (Political Campaign Activities), then

- Section 501(c)(3) organizations: Complete Parts I-A and B. Do not complete Part I-C.
- Section 501(c) (other than section 501(c)(3)) organizations: Complete Parts I-A and C below. Do not complete Part I-B.
- Section 527 organizations: Complete Part I-A only.

If the organization answered 'Yes,' on Form 990, Part IV, line 4, or Form 990-EZ, Part VI, line 47 (Lobbying Activities), then

- Section 501(c)(3) organizations that have filed Form 5768 (election under section 501(h)): Complete Part II-A. Do not complete Part II-B.
- Section 501(c)(3) organizations that have NOT filed Form 5768 (election under section 501(h)): Complete Part II-B. Do not complete Part II-A.

If the organization answered 'Yes,' on Form 990, Part IV, line 5 (Proxy Tax) (see separate instructions) or Form 990-EZ, Part V, line 35c (Proxy Tax) (see separate instructions), then

- Section 501(c)(4), (5), or (6) organizations: Complete Part III.

Name of organization **Visitors and Convention Bureau of Thurston County** Employer identification number **91-1735847**

**Part I-A Complete if the organization is exempt under section 501(c) or is a section 527 organization.**

- 1 Provide a description of the organization's direct and indirect political campaign activities in Part IV.  
(see instructions for definition of 'political campaign activities') ► \$

2 Political campaign activity expenditures (see instructions) ► \$

3 Volunteer hours for political campaign activities (see instructions) ► \$

**Part I-B Complete if the organization is exempt under section 501(c)(3).**

1 Enter the amount of any excise tax incurred by the organization under section 4955. ► \$

2 Enter the amount of any excise tax incurred by organization managers under section 4955. ► \$

3 If the organization incurred a section 4955 tax, did it file Form 4720 for this year? ☐ Yes ☐ No

4 a Was a correction made? ☐ Yes ☐ No  
b If 'Yes,' describe in Part IV.

**Part I-C Complete if the organization is exempt under section 501(c), except section 501(c)(3).**

1 Enter the amount directly expended by the filing organization for section 527 exempt function activities ► \$

2 Enter the amount of the filing organization's funds contributed to other organizations for section 527 exempt function activities. ► \$

3 Total exempt function expenditures. Add lines 1 and 2. Enter here and on Form 1120-POL, line 17b. ► \$ ☐ Yes ☒ No

4 Did the filing organization file Form 1120-POL for this year? ☐ Yes ☒ No

5 Enter the names, addresses and employer identification number (EIN) of all section 527 political organizations to which the filing organization made payments. For each organization listed, enter the amount paid from the filing organization's funds. Also enter the amount of political contributions received that were promptly and directly delivered to a separate political organization, such as a separate segregated fund or a political action committee (PAC). If additional space is needed, provide information in Part IV.

(a) Name	(b) Address	(c) EIN	(d) Amount paid from filing organization's funds. If none, enter -0-	(e) Amount of political contributions received and promptly and directly delivered to a separate political organization. If none, enter -0-
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				

BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule C (Form 990 or 990-EZ) 2017

**Part II-A** Complete if the organization is exempt under section 501(c)(3) and filed Form 5768 (election under section 501(h)).

- A Check ☐ if the filing organization belongs to an affiliated group (and list in Part IV each affiliated group member's name, address, EIN, expenses, and share of excess lobbying expenditures).
- B Check ☐ if the filing organization checked box A and 'limited control' provisions apply.

**Limits on Lobbying Expenditures**  
(The term 'expenditures' means amounts paid or incurred.)

(a) Filing organization's totals

(b) Affiliated group totals

- 1 a Total lobbying expenditures to influence public opinion (grass roots lobbying) .....
- b Total lobbying expenditures to influence a legislative body (direct lobbying) .....
- c Total lobbying expenditures (add lines 1a and 1b) .....
- d Other exempt purpose expenditures .....
- e Total exempt purpose expenditures (add lines 1c and 1d) .....

f Lobbying nontaxable amount. Enter the amount from the following table in both columns.

If the amount on line 1e, column (a) or (b) is:	The lobbying nontaxable amount is:
Not over \$500,000	20% of the amount on line 1e.
Over \$500,000 but not over \$1,000,000	\$100,000 plus 15% of the excess over \$500,000.
Over \$1,000,000 but not over \$1,500,000	\$175,000 plus 10% of the excess over \$1,000,000.
Over \$1,500,000 but not over \$17,000,000	\$225,000 plus 5% of the excess over \$1,500,000.
Over \$17,000,000	\$1,000,000.

- g Grassroots nontaxable amount (enter 25% of line 1f) .....
- h Subtract line 1g from line 1a. If zero or less, enter -0- .....
- i Subtract line 1f from line 1c. If zero or less, enter -0- .....

j If there is an amount other than zero on either line 1h or line 1i, did the organization file Form 4720 reporting section 4911 tax for this year?

☐ Yes ☐ No**4-Year Averaging Period Under section 501(h)**

(Some organizations that made a section 501(h) election do not have to complete all of the five columns below. See the separate instructions for lines 2a through 2f.)

**Lobbying Expenditures During 4-Year Averaging Period**

Calendar year (or fiscal year beginning in)	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) Total
2 a Lobbying nontaxable amount .....					
b Lobbying ceiling amount (150% of line 2a, column (e)) .....					
c Total lobbying expenditures .....					
d Grassroots nontaxable amount .....					
e Grassroots ceiling amount (150% of line 2d, column (e)) .....					
f Grassroots lobbying expenditures .....					

BAA

Schedule C (Form 990 or 990-EZ) 2017

**Part II-B** Complete if the organization is exempt under section 501(c)(3) and has NOT filed Form 5768 (election under section 501(h)).

For each 'Yes' response on lines 1a through 1i below, provide in Part IV a detailed description of the lobbying activity.

	(a)		(b)
	Yes	No	Amount
1 During the year, did the filing organization attempt to influence foreign, national, state or local legislation, including any attempt to influence public opinion on a legislative matter or referendum, through the use of:			
a Volunteers?			
b Paid staff or management (include compensation in expenses reported on lines 1c through 1i)?			
c Media advertisements?			
d Mailings to members, legislators, or the public?			
e Publications, or published or broadcast statements?			
f Grants to other organizations for lobbying purposes?			
g Direct contact with legislators, their staffs, government officials, or a legislative body?			
h Rallies, demonstrations, seminars, conventions, speeches, lectures, or any similar means?			
i Other activities?			
j Total. Add lines 1c through 1i.			
2a Did the activities in line 1 cause the organization to be not described in section 501(c)(3)?			
b If 'Yes,' enter the amount of any tax incurred under section 4912.			
c If 'Yes,' enter the amount of any tax incurred by organization managers under section 4912.			
d If the filing organization incurred a section 4912 tax, did it file Form 4720 for this year?			

**Part III-A** Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6).

	Yes	No
1 Were substantially all (90% or more) dues received nondeductible by members?		X
2 Did the organization make only in-house lobbying expenditures of \$2,000 or less?	X	
3 Did the organization agree to carry over lobbying and political campaign activity expenditures from the prior year?		X

**Part III-B** Complete if the organization is exempt under section 501(c)(4), section 501(c)(5), or section 501(c)(6) and if either (a) BOTH Part III-A, lines 1 and 2, are answered 'No,' OR (b) Part III-A, line 3, is answered 'Yes.'

1 Dues, assessments and similar amounts from members.	1	
2 Section 162(e) nondeductible lobbying and political expenditures (do not include amounts of political expenses for which the section 527(f) tax was paid).		
a Current year.	2a	
b Carryover from last year.	2b	
c Total.	2c	
3 Aggregate amount reported in section 6033(e)(1)(A) notices of nondeductible section 162(e) dues.	3	
4 If notices were sent and the amount on line 2c exceeds the amount on line 3, what portion of the excess does the organization agree to carryover to the reasonable estimate of nondeductible lobbying and political expenditure next year?	4	0.
5 Taxable amount of lobbying and political expenditures (see instructions).	5	0.

**Part IV** Supplemental Information

Provide the descriptions required for Part I-A, line 1; Part I-B, line 4; Part I-C, line 5; Part II-A (affiliated group list); Part II-A, lines 1 and 2 (see instructions); and Part II-B, line 1. Also, complete this part for any additional information.

SCHEDULE D  
(Form 990)

Department of the Treasury  
Internal Revenue Service

Supplemental Financial Statements

- Complete if the organization answered 'Yes' on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.  
► Attach to Form 990.  
► Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

CMB No. 1545-0047

2017

Open to Public  
Inspection

Name of the organization

Visitors and Convention Bureau  
of Thurston County

Employer identification number

91-1735847

**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.**  
Complete if the organization answered 'Yes' on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year.....		
2 Aggregate value of contributions to (during year).....		
3 Aggregate value of grants from (during year).....		
4 Aggregate value at end of year.....		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Part II Conservation Easements.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (e.g., recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements.....	2 a
b Total acreage restricted by conservation easements.....	2 b
c Number of conservation easements on a certified historic structure included in (a).....	2 c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register.....	2 d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ► \_\_\_\_\_

4 Number of states where property subject to conservation easement is located ► \_\_\_\_\_

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?..... ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ► \_\_\_\_\_

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ► \$ \_\_\_\_\_

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?..... ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**  
Complete if the organization answered 'Yes' on Form 990, Part IV, line 8.

1 a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIII, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1..... ► \$ \_\_\_\_\_

(ii) Assets included in Form 990, Part X..... ► \$ \_\_\_\_\_

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenue included on Form 990, Part VIII, line 1..... ► \$ \_\_\_\_\_

b Assets included in Form 990, Part X..... ► \$ \_\_\_\_\_

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a ☐ Public exhibition  
b ☐ Scholarly research  
c ☐ Preservation for future generations  
d ☐ Loan or exchange programs  
e ☐ Other \_\_\_\_\_

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered 'Yes' on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1 a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If 'Yes,' explain the arrangement in Part XIII and complete the following table:

	Amount
1 c Beginning balance	
1 d Additions during the year	
1 e Distributions during the year	
1 f Ending balance	

2 a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No  
b If 'Yes,' explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII. ☐

**Part V Endowment Funds.** Complete if the organization answered 'Yes' on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1 a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment  %  
b Permanent endowment  %  
c Temporarily restricted endowment  %  
The percentages on lines 2a, 2b, and 2c should equal 100%.

3 a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i) unrelated organizations  
(ii) related organizations

	Yes	No
3a(i)		
3a(ii)		
3b		

b If 'Yes' on line 3a(ii), are the related organizations listed as required on Schedule R?

4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1 a Land				
b Buildings				
c Leasehold improvements				
d Equipment				
e Other		32,787.	10,703.	22,084.
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				22,084.

Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)

Schedule D (Form 990) 2017

BAA

**Part VII Investments – Other Securities.**

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives.....		
(2) Closely-held equity interests.....		
(3) Other .....		
(A) .....		
(B) .....		
(C) .....		
(D) .....		
(E) .....		
(F) .....		
(G) .....		
(H) .....		
(I) .....		
Total. (Column (b) must equal Form 990, Part X, column (B) line 12.)		

**Part VIII Investments – Program Related.**

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) .....		
(2) .....		
(3) .....		
(4) .....		
(5) .....		
(6) .....		
(7) .....		
(8) .....		
(9) .....		
(10) .....		
Total. (Column (b) must equal Form 990, Part X, column (B) line 13.)		

**Part IX Other Assets.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) Prepaid Expenses	49,369.
(2) .....	
(3) .....	
(4) .....	
(5) .....	
(6) .....	
(7) .....	
(8) .....	
(9) .....	
(10) .....	
Total. (Column (b) must equal Form 990, Part X, column (B) line 15.)	49,369.

**Part X Other Liabilities.**

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25

(a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) .....	
(3) .....	
(4) .....	
(5) .....	
(6) .....	
(7) .....	
(8) .....	
(9) .....	
(10) .....	
(11) .....	
Total. (Column (b) must equal Form 990, Part X, column (B) line 25.)	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII. ☐



**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.** N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements.		1	
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
	a Net unrealized gains (losses) on investments	2 a		
	b Donated services and use of facilities	2 b		
	c Recoveries of prior year grants	2 c		
	d Other (Describe in Part XIII.)	2 d		
	e Add lines 2a through 2d.		2 e	
3	Subtract line 2e from line 1.		3	
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
	a Investment expenses not included on Form 990, Part VIII, line 7b.	4 a		
	b Other (Describe in Part XIII.)	4 b		
	c Add lines 4a and 4b.		4 c	
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)		5	

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.** N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
	a Donated services and use of facilities	2 a		
	b Prior year adjustments	2 b		
	c Other losses	2 c		
	d Other (Describe in Part XIII.)	2 d		
	e Add lines 2a through 2d.		2 e	
3	Subtract line 2e from line 1.		3	
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
	a Investment expenses not included on Form 990, Part VIII, line 7b.	4 a		
	b Other (Describe in Part XIII.)	4 b		
	c Add lines 4a and 4b.		4 c	
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)		5	

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**SCHEDULE O**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

Name of the organization

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.  
▶ Attach to Form 990 or 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2017**

Open to Public  
Inspection

Employer identification number

91-1735847

Visitors and Convention Bureau  
of Thurston County

**Form 990, Part VI, Line 11b - Form 990 Review Process**

Form 990 is reviewed by the Board's Treasurer before filing. Copies of Form 990 are available to all Directors

**Form 990, Part VI, Line 12c - Explanation of Monitoring and Enforcement of Conflicts**

Board members are responsible for providing information regarding conflicts of interest and to recuse themselves from the decision making process of related items.

**Form 990, Part VI, Line 15a - Compensation Review & Approval Process - CEO & Top Management**

The Executive Director undergoes an annual review during which compensation is analyzed using comparability data and is updated as needed.

**Form 990, Part VI, Line 18 - Explanation of Other Means Forms Available For Public Inspection**

The Organization responds to written requests.

**Form 990, Part VI, Line 19 - Other Organization Documents Publicly Available**

The Organization responds to written requests.

2-231384-5

FILE NUMBER



DOMESTIC

# STATE OF WASHINGTON | DEPARTMENT OF STATE

I, **RALPH MUNRO**, Secretary of State of the State of Washington and custodian of its seal, hereby certify that

## ARTICLES OF AMENDMENT TO ARTICLES OF INCORPORATION

of OLYMPIA AREA VISITOR-CONVENTION BUREAU  
a domestic corporation of Olympia, Washington,  
Changing name to OLYMPIA-LACEY-TUMWATER VISITOR CONVENTION BUREAU

was filed for record in this office on this date, and I further certify that such Articles remain on file in this office.

In witness whereof I have signed and have af-  
fixed the seal of the State of Washington to  
this certificate at Olympia, the State Capitol,

April 1, 1983

**COPY**

**RALPH MUNRO**  
SECRETARY OF STATE

231384

FILE NUMBER



DOMESTIC

## STATE OF WASHINGTON | DEPARTMENT OF STATE

I, **A. LUDLOW KRAMER**, Secretary of State of the State of Washington and custodian of its seal,  
hereby certify that

## ARTICLES OF INCORPORATION

of OLYMPIA AREA VISTOR-CONVENTION BUREAU  
a domestic corporation of Olympia, Washington,

was filed for record in this office on this date, and I further certify that such Articles remain  
on file in this office.

Filed at request of .....  
Dale Hume .....  
P.O. Box 1427 .....  
Olympia, Wa 98507 .....  
.....

Filing and recording fee \$ 20.00

License to June 30, 19 .....

Excess pages @ 25¢ \$ .....

Microfilmed, Roll No. 1274

Page 11-07

In witness whereof I have signed and have  
affixed the seal of the State of Washington to  
this certificate at Olympia, the State Capitol,

August 2, 1973

A. LUDLOW KRAMER  
SECRETARY OF STATE

ARTICLES OF INCORPORATION  
OF  
OLYMPIA AREA VISITOR-CONVENTION BUREAU

FILED

AUG 6 1973

A LUDLOW RAMMER  
SECRETARY OF STATE

We, the undersigned persons, acting as the incorporators of a non-profit corporation under the provisions of the Washington Nonprofit Corporation Act (Revised Code of Washington 24.03), adopt the following articles of incorporation for such corporation:

Article I  
NAME

The name of the corporation shall be the Olympia Area Visitor-Convention Bureau.

Article II  
DURATION

The period of duration of the corporation shall be perpetual.

Article III  
PURPOSE

The purpose of this corporation shall be to foster and promote the cities of Olympia, Lacey and Tumwater and Thurston County as tourist areas and further to solicit for Olympia and vicinity conventions, assemblies and other gatherings of visitors and to render assistance to organizations hosting conventions in such cities or seeking to host conventions in such cities and generally to do all other and further lawful acts necessary or convenient to the above purposes. The corporation shall have all powers granted by law necessary and proper to carry out its above stated purposes consistent with its qualifications under Section 501 (c) (6) of the Internal Revenue Code.

IV  
ADMINISTRATION

Provisions for the regulation of the internal affairs of the corporation shall be set forth in the By Laws.

407

PEDDLES, SWANSON & LINDSKOG  
Attorneys at Law  
202-212 Security Building  
Olympia, Washington 98501

Page One

COPY

## Article V

### MEMBERSHIP

The membership of the Olympia Area Visitor-Convention Bureau, shall be composed of any individual, partnership, municipal body or corporation that applies for membership in the Bureau and who has paid membership dues to the Bureau subject to the approval of the Board of Directors.

## Article VI

### CAPITALIZATION

This corporation shall have no capital stock and shall issue no shares, but shall issue membership certificates to its respective members.

## Article VII

### LOCATION

The address of the initial registered office of this corporation shall be 525 South Washington Street, Olympia, Washington 98501. The name of the initial registered agent of the corporation at such address shall be Dale Hume.

## Article VIII

### BOARD OF DIRECTORS

The affairs of this corporation shall not consist of more than twenty-one (21) members, nor less than eleven (11) members, the exact number which shall be fixed from time to time by the By Laws of the corporation. The terms of such directors shall be for a period of three (3) years from the annual meeting at which they are elected and until their successors are elected and qualified, provided, however, that at the first election of such directors at the annual meeting of the corporation held in the year 1974, three (3) of the directors fixed by the By Laws of the corporation shall hold office for a term of one year and until their successors are elected and qualified, four (4) of the directors elected at such meeting shall hold office for terms of two (2) years and until their successors are elected and qualified and the remaining of such directors elected at such meeting shall hold office for

a term of three (3) years and until their successors are elected and qualified.

The original directors of this corporation number eleven (11) and their names and addresses are as follows:

Rod Moreland, President	Holly Motel 2816 Martin Way Olympia, Washington
Mike Vavrinec, Vice President	Falls Terrace Restaurant 106 S. Deschutes Way Olympia, Washington
Jerry Craig, Treasurer	Olympia Oyster House 320 West 4th Olympia, Washington
Bill Moreland, Secretary	Holiday Inn 621 S. Capitol Way Olympia, Washington
Gene Vosberg	Tyee Motor Inn 500 Tyee Drive Tumwater, Washington
Tom Deals	Evergreen Inn Evergreen Park Drive Olympia, Washington
Aggie Davis	Davis Brown Derby East 9th and Capitol Way Olympia, Washington
Don Gessell	Washington Natural Gas 222 W. 4th Olympia, Washington
Dave Antsen	Olympia Downtown Association 525 So. Washington Street Olympia, Washington
C. Don Thompson	Lacey Area Chamber of Commerce 5602 Pacific Lacey, Washington
John Donaldson	South Sound Center Merchants Assn P. O. Box 3487 Lacey, Washington

and each of said persons was a citizen of the United States and a resident of the state of Washington.

Article IX  
INCORPORATORS

The names and addresses of the incorporators of the corporation are  
as follows:

Rod Moreland	Holly Motel 2816 Martin Way Olympia, Washington
Jerry Craig	Olympia Oyster House 320 West 4th Olympia, Washington
Dale Hume	525 So. Washington Street Olympia, Washington

Article X  
DISSOLUTION

In the event of dissolution, the assets of the corporation shall be applied first to the discharge and satisfaction of all outstanding obligations and liabilities of the corporation, and the remaining assets of the corporation after payment of such obligations and liabilities shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, non-profit, or philanthropic organizations to be selected by the Board of Directors.

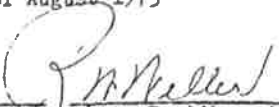
  
ROD MORELAND

  
JERRY CRAIG

  
DALE HUME

State of Washington  
County of Thurston

Subscribed and sworn to before me this 2nd day of August 1973

  
Notary Public Residing at Olympia  
Washington Commission expires August  
19, 1974

PEBBLES, SWANSON & LINDSKOG  
Attorneys at Law  
202-212 Security Building  
Olympia, Washington 98501



APR 1 1983

Pursuant to the provisions of RCW 24.03 of the Washington Non Profit Corporation Act, the undersigned adopts the following articles of amendment to the articles of incorporation.

SECRETARY OF STATE  
STATE OF WASHINGTON

- (1) The name of the corporation is Olympia Area Visitor-Convention Bureau
- (2) The following amendment(s) to the articles of incorporation were adopted on February 11th, 1983.

ARTICLE 1 - Changing name to the Olympia-Lacey-Tumwater Visitor Convention Bureau.

On February 11th, 1983, the Olympia Area Visitor and Convention Bureau met for their monthly Board of Director's Meeting. During this meeting it was voted unanimously by a 2/3 majority of the board that the name be officially changed to the Olympia-Lacey-Tumwater Visitor Convention Bureau. The members having no voting rights.

[Signature] V.P.  
Signature and title of President or Vice President

[Signature] Treasurer  
Signature and title of Secretary or Treasurer

State of Washington

County of Thurston

The undersigned, a notary public, in and for the state and county above set forth, hereby certifies that on February 1983, personally appeared before me Blair Mearns & Lynn Jacobs who, being by me first duly sworn, declared that (s)he is the Vice President & Treasurer of the aforementioned corporation and that (s)he signed the foregoing document, and that the statements therein contained are true.

[Signature]  
Notary Public

Seal

COPY

# BYLAWS & POLICIES

## OVERVIEW

The following are the official bylaws of the Olympia-Lacey-Tumwater Visitor & Convention Bureau (OLTVCB), approved by the Board of Directors September of 2016. The bylaws serve as governing rules by which the organization will conduct itself. Where prudent, additional policies have been added to further define and clarify courses of action for the organization. These policies were adopted by the Board of Directors on August 15<sup>th</sup> 2017 and are identified as "POLICY" throughout this document.

A good faith effort will be made to abide by all governing policies. There may be unforeseen circumstances when the Board of Directors may choose to take action to modify said policies for a special situation.

The Board of Directors will conduct a review of the bylaws and policies on a bi-annual basis to ensure relevancy and effective governance of the organization.

## BYLAWS AND POLICIES

### Article I. Olympia-Lacey-Tumwater Visitor & Convention Bureau

1. Olympia-Lacey-Tumwater Visitor & Convention Bureau (OLTVCB) is organized with the purpose to strengthen the region's economy by developing meaningful experiences and promoting travel to vibrant Thurston County.
2. The OLTVCB shall operate as a nonprofit 501(c)(6).
3. The OLTVCB fiscal year shall be based on the calendar year.
4. Registered Office: The post office address of the registered office of the Olympia Lacey Tumwater Visitor and Convention Bureau shall be P.O. Box 7338, Olympia, WA 98507, or such other address as may be subsequently approved by the Board of Directors. The street address shall be 103 Sid Snyder Avenue, Olympia, WA 98501.
5. Dissolution: The Olympia Lacey Tumwater Visitor and Convention Bureau, as a private non-profit organization, may not be dissolved without approval of two-thirds majority of all current members of the Board of Directors.

### Article II. Membership & Meetings

1. Membership / Any individual or organization which supports the purpose of the OLTVCB may become a member. Membership eligibility and benefits are outlined in the OLTVCB Membership and Benefits Policy.

2. By-laws / All members shall be provided a copy of the OLTVCB By-laws and a current list of OLTVCB members.
3. Meetings / At least one membership meeting shall be held each year. All current members of the OLTVCB shall be informed of the time and place of the meeting at least two weeks in advance.

**POLICY:** The OLTVCB will conduct its annual membership meeting in May. When possible it will be held during National Travel and Tourism Week, typically the second week of May.

### **Article III. Board of Directors**

1. The Board of Directors shall consist of a minimum of eleven (11) and up to twenty-one (21) members / Members of the Board shall include:
  - a. A minimum of three (3) and up to five (5) members total from the municipalities served by the OLTVCB, generally one elected official and/or employee of the municipality from each funding municipality.
  - b. A minimum of one (1) hotelier shall be represented
  - c. The remaining directors shall be made up of members who represent entities that manage regional and local attractions or non-profit organizations that promote the vibrancy of the Thurston County tourism economy, and those who provide or manage services to tourists in Thurston County; including-but not limited to lodging, retail, attractions and entertainment, food service, transportation, tribes and other businesses that rely on a robust tourism economy.
2. Election to the Board of Directors
  - a. Candidates for Board of Director membership shall be submitted to the Nominating Committee for consideration. The Nominating Committee will provide their recommendations to the Executive Committee for approval. Endorsed Candidates will be submitted for full Board of Directors approval.
  - b. Elected Officials representing a funding municipality will be recommended for appointment by the municipality to the Nominating Committee. The Nominating Committee will provide their recommendations to the Executive Committee for approval. Endorsed Candidates will be submitted for full Board of Directors approval.
  - c. Board members shall elect a Candidate to a term, per paragraph 3 of this section.

3. Term of Office

- a. Board and Officer terms shall be based on the date of the Annual Membership Meeting.
- b. Members of the Board of Directors shall serve a three (3) year term.
- c. Election of Board Members filling a vacant position for unexpired terms shall be for the balance of the term vacated.

**POLICY:** The OLTVCB Board of Directors is not required to fill a vacancy for unexpired terms unless the size of the board falls below the minimum per Article III, Section 1 of the bylaws.

4. Resignations

- a. Three (3) missed (unexcused) meetings by a Director within a twelve (12) month period, signals an automatic resignation from the Board of

**POLICY:** An “unexcused absence” is defined as: no notification given to OLTVCB staff or Board President.

**POLICY:** Once automatic resignation is signaled, the board president will follow-up with written notification to the board member documenting that they are no longer on the board of directors.

Directors.

- b. Any director may resign effective upon giving written notice the President of the Board, unless such notice specifies a later time for the resignation to become effective.

5. Election to Office / Directors will be elected to office by Membership via email one month prior to the Annual Meeting.

- a. Members will be given two (2) weeks to submit their vote via email survey.

**POLICY:** Ballots with the board slate will be distributed to OLTVCB members by April 1<sup>st</sup> of the election year.

6. Removal from Office / Any member of the Board of Directors may be removed by two thirds (2/3) vote of all other current members of the Board present at a regular or a special meeting of the Board provided that notice of such proposal has been given or sent to each Board member in writing at least five (5) days prior to the meeting.

7. Vacancies / Mid-term vacancies in the membership of the Board of Directors may be filled by the Executive Committee submitting an endorsed Candidate's name to the Board of Directors for approval.

8. Board Meetings / The Board of Directors shall meet at least quarterly. The time and place for the regular meetings shall be made by a majority agreement. The Board of Directors shall receive notice of a meeting no less than one week before the meeting. Robert's Rules of Order shall serve as the guide for the conduct of business at meetings of the OLTVCB.

a. Meeting Types / The OLTVCB board meets in two ways:

- i. Open / Meetings of this type are open to the OLTVCB Membership.
- ii. Closed / Upon the affirmative vote in open meeting to assemble in closed session, the board of directors may convene in closed executive session to consider personnel matters (including salary negotiation and complaints against any officer or employee of the corporation); consult with legal counsel or consider communications with legal counsel; discuss likely or pending litigation; and consider proprietary or confidential non-published information related to

**POLICY:** In very special cases, when advised by an attorney, the Chief Executive Officer can call a closed executive session to discuss matters of a sensitive and/or urgent nature.

the activities of the organization.

- b. Minutes / Will be taken at all open meetings.
- c. Quorum / At any meeting of the Board of Directors at least one-half of the Board members must be present in person or through electronic communications to constitute a quorum and validate decisions. Each Board member present shall be entitled to one vote. Except as otherwise noted, a vote of the majority of the Board members present shall affirm resolutions put forth.

9. Responsibilities / The Board of Directors is responsible for managing the business and property of the Olympia Lacey Tumwater Visitor and Convention Bureau. The Board may establish and excuse any committees deemed necessary, hire and manage the performance of the Chief Executive Officer, set rates, acquire and sell assets, establish policies and define, approve or disallow

The roles of board and staff are outlined in chart below:

<b>BOARD ROLES</b>	<b>STAFF ROLES</b>
Governs	Administers
Decides "what"	Decides "how"
Makes policy	Carries out policy
Sets direction	Plans and works to achieve goals based on direction
	Provides updates on achievements
Monitors progress	Monitors progress

See Board of Directors Job Description on Page 14

exceptions to policy.

10. Accountability / Members of the Board of Directors are expected to take actions in good faith and in reasonable pursuit of decisions made by the Board. The OLTVCB will maintain Directors and Officers insurance with a per claim limit of \$1 million with an A+ rated insurance company.
11. Alternates / If a Board Member is not able to attend a meeting, they can send an alternate representative in good standing with the OLTVCB with voting rights.

#### **Article IV. Officers**

**POLICY:** Officers shall be elected by the Board of Directors at the April Board meeting, following the membership vote and prior to the annual membership meeting. Voting for officers will be conducted by secret ballot.

1. Election of officers / Officers From the current Board roster, the Board of Directors shall elect a President, a Vice President, a Treasurer, Secretary, and other elected officers, up to a total of eight members, as the Board of Directors deem necessary. Any member of the Board may serve as an officer with the exception of those serving as an elected official for a funding municipality.

2. Term of Office / Officers shall serve a three-year term. Any officer may be removed by two thirds (2/3) vote by the Board of Directors present provided notice has been given as provided for above at a meeting in which a quorum is present. A vacancy in an officer position may be filled by a majority vote of the Board Members present.

**POLICY:** When a board member is elected to an Officer position, their term limit on the board of directors adjusts to end according to the officer term limit, currently a three-year term.

3. President / The President of the Olympia Lacey Tumwater Visitor and Convention Bureau shall be responsible for the strategic leadership and external relations of the Olympia Lacey Tumwater Visitor and Convention Bureau, shall preside at all meetings of the Board of Directors including the Annual or any Special meetings of the OLTVCB, shall call such other meetings of the Board of Directors as he or she shall deem necessary, and shall perform such other duties usually inherent in such office and/or delegate them as deemed necessary.
4. Vice President / The Vice President shall act for the President of the Olympia Lacey Tumwater Visitor and Convention Bureau in his/her absence.
5. Treasurer / The Treasurer shall receive and be accountable for all funds belonging to the organization, pay all obligations legally incurred by the Olympia Lacey Tumwater Visitor and Convention Bureau when payment is authorized by the Board of Directors, maintain bank accounts in depositories, provide financial reports and perform such other acts as the President may direct. The Treasurer may also delegate these duties to the Chief Executive Officer, administrator, or such other staff or an accounting firm and shall ensure all records are kept for the Board of Directors and the OLTVCB and any other responsible parties as deemed necessary, prudent, and approved by the Board of Directors.

**POLICY:** The Treasurer shall serve as the chair of the budget committee.

**POLICY:** Financial Policies are outlined on page 16

6. Secretary / The Secretary shall be responsible for working with staff to ensure all Board and Executive Committee meetings are recorded, distributed to the board, and approved by board vote.

**POLICY:** OLTVCB staff will draft meeting minutes and submit them to the Secretary for approval. The Secretary will approve the draft minutes for presentation to the board of directors a minimum of one week prior to the next board meeting.

7. Past President / The Past President is a voting member of the Executive Committee and provides leadership to the Board of Directors.
8. At-Large / The At-Large position represents the viewpoints of the Board of Directors and perform other duties as assigned by the President.

## Article V. Committees

1. All committees of the OLTVCB shall be proposed by the Executive Committee and approved by the Board of Directors / The President shall appoint all committee chairs.

**POLICY:** Approval for committees can be created by using formal vote or consensus.

2. Executive Committee / The elected officers and the immediate past president shall constitute the Executive Committee. This Committee shall prepare the agenda for Board meetings and carry on the operation of the organization according to the directions established by the Board.
  - a. There shall be an executive committee of the board of directors, consisting of the President, the Vice President, the immediate past President, the Treasurer, and the Secretary.
  - b. The executive committee shall transact business of an emergency or delegated nature, act on behalf of the board of directors between meetings of the directors and oversee the on-going operation of the OLTVCB. The executive committee shall report the substance of any such actions to the board of directors at its next meeting. The executive committee shall not act on behalf of the board of directors regarding any matters specifically delegated to the board of directors.
  - c. A majority of the members of the executive committee shall constitute a quorum. Actions of the executive committee shall be by a majority of those present and voting.
  - d. The executive committee, on behalf of the board of directors, shall make the recommendation to hire, determine the compensation of, and dismiss the Chief Executive Officer of the OLTVCB.



- e. The Executive Committee (President, Vice President, Secretary, Treasurer, Past President), will on an annual basis establish goals/objectives and review performance of the Chief Executive Officer for merit pay increases or incentive compensation.
3. Nominating Committee / The President shall appoint the nominating committee, which will be comprised of at least one (1) to three (3) members of the Board of Directors and one (1) to three (3) additional members from the general membership.

#### **Article VI. Activity and Fund Use Limitations**

1. No part of the net earnings, contributions or gifts given to this organization shall be distributed in an unlawful manner or for the personal use of any Board member, OLTVCB member or other private persons.

#### **Article VII. Amendments**

1. These Bylaws may be amended, changed, modified or repealed by an affirmative vote of two-thirds (2/3) of the members of the Board of Directors present at any meeting of the Board provided that a quorum is present and that two weeks' notice of the amendment, change, modification or repeal was given with the notice of such meeting and that such amendment, change, modification or repeal is consistent with the Articles of Incorporation governing the operations of this organization.

Certified to be the Bylaws of the Corporation adopted at a meeting of the Board of Directors held on the 20th day of September 2016.