

# Greater Galena Marketing Inc.

## Freedom of Information Act Directory

### How to file a Freedom of Information Act request

1. Make your request for information in writing. Greater Galena Marketing Inc. prefers that a requestor use the form available through a FOIA Officer or from [www.VisitGalena.org](http://www.VisitGalena.org). We honor all requests lawfully submitted to the corporation through personal delivery, mail, fax or e-mail.

Direct requests to:

Greater Galena Marketing Inc.  
FOIA Officer - Director of Operations  
Greater Galena Marketing Inc.  
123 N. Commerce St.  
Galena IL 61036-2209  
E-mail - [kinnaman@visitgalena.org](mailto:kinnaman@visitgalena.org)  
Fax - 815.777.9201

2. Be specific when describing information you seek. The Freedom of Information Act allows you to inspect or receive copies of records. It does not require an entity to answer questions.
3. Tell us whether you would like copies of the requested records or whether you wish to examine the records in person.
4. There is no fee for up to 50 pages of standard paper copies. For pages beyond 50, there is a \$.15 per page charge.
5. Include your name, preferred telephone number(s), mailing address and, if you wish, your e-mail address.
6. GGMI's Freedom of Information Policy is available upon request.

### Fees

The Illinois Freedom of Information Act, 5 ILCS 140/1 et seq. provides for the following fees to be charged. Unless fees are waived or reduced as stated in "Waiver of Fees" below, Requestors must pay the following for copying, certification and mailing of records:

- |                               |   |
|-------------------------------|---|
| 1. Copies - letter or legal   | \$.15 per slide.  |
| 2. Copies - color or oversize | Actual cost of reproduction.                              |
| 3. Certification              | \$1 per document plus copy cost.                          |
| 4. Recording media            | Actual cost of media (i.e. computer media, disks, tapes). |
| 5. Statutory fees             | Rate authorized by statute.                               |
| 6. Mailing                    | Actual cost of postage.                                   |

There will be no charge for the first 50 pages of letter or legal or legal size black and white copies for a Requestor except for requests for commercial purposes. When the service of an outside vendor is required to copy any public record, the actual charge of the outside vendor will be the fees for copying such records, notwithstanding the fees stated above.

If GGMI provides information in response to a request but fails to respond within the requisite periods, copies shall be provided free of charge in accordance with Section 3(d) of the Act.

### **Method of Payment**

Payment of all required fees must be made in cash, by cashier's or certified check, by money order or credit card prior to examination, copying or certification of any information.

### **Waiver of Fees**

Fees provided above can be waived or reduced by the FOIA Officer if the Requestor states the specific purpose of the request on the request form and establishes to the reasonable satisfaction of the Officer that a fee waiver or reduction would be in the public interest. Any request for fee waiver or reduction must be indicated on the Request Form at the time the Request Form is filed. A fee waiver or reduction is considered to be in the public interest only if the principal purpose of the request is to disseminate information regarding public health, safety and welfare or the legal rights of the public and is not for the principal purpose of personal or commercial benefit to the Requestor. The FOIA Officer can consider the number of requested records and the cost and necessity of copying them in setting the fee waiver or reduction amount.

### **Summary of GGMI's Purpose**

A. The Corporation is organized for the promotion and maintenance of successful tourism and other business purposes for Jo Daviess County, Illinois, including the promotion of the general purposes of the Internal Revenue Code's not-for-profit provisions.

B. The purpose of the Corporation is to:

1. Govern Greater Galena Marketing Inc. on matters relating to tourism in Jo Daviess County and the use and distribution of local tourism promotion funds.
2. Review and make decisions on setting goals for plans, programs and projects that encourage tourism in, and overnight visitors to, Jo Daviess County.
3. Review and make decisions regarding the planning of activities, publications or programs that promote or otherwise advance Jo Daviess County as a choice destination or attractive place to conduct meetings, sporting events, festivals or conventions.
4. Review and evaluate development opportunities that might grow tourism in and attract overnight visitors to Jo Daviess County.
5. Perform additional functions and activities as might from time to time arise that promote tourism and overnight visitors to Jo Daviess County.
6. Solicit and receive gifts, grants, subscriptions, bequests and any other funds, real or personal properties or things of value from private and public sources to carry out the foregoing purposes.
7. All the above purposes might extend to organizations or individual businesses outside Jo Daviess County if the Board of Directors determine it to be in the best interest of the Corporation and consistent with the afore stated principles and purpose of the Corporation.

### **GGMI Meetings**

GGMI meets the four Tuesday of each month. There is no meeting in December. If the day for holding a regular meeting falls on a holiday, such meeting will be held on the next succeeding secular or business day. GGMI meetings are held at 123 N. Commerce St., Galena IL 61036-2209.

**GGMI Budget**

GGMI currently has an operating budget of approximately \$2 million.

**Types of Records Available**

- Administration – Annual financial reports, sales tax receipts, accounts payables and receivables, administrative memoranda, correspondence received by GGMI, correspondence sent for GGMI, board policies, administrative rules and regulations, personnel policies, office equipment, insurance records, capital equipment, workers compensation records, vehicle files and prevailing wage records.

**Identification and Membership of Officials, Department Heads, Committees or Board**

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| • Freedom of Information Act Officers | Lori Kinnaman, Director of Operations |
| • Open Meetings Act Designees         | Lori Kinnaman, Director of Operations |

**Board of Directors**

- Robert Mahan (term expires June 30, 2019).
- Mark Van Osdol (term expires June 30, 2020).
- Birgit Radin (term expires June 30, 2018).
- Nikki Peebles (term expires June 30, 2019).
- Raechelle Ahmed (term expires July 31, 2019).
- Terry McGovern (term expires June 30, 2018).
- Mike Murphy (term expires June 30, 2020).
- Nancy Shady (term expires June 30, 2018).
- Thomas Ruhs (term expires June 30, 2019).
- Todd Lincoln (term expires June 30, 2018).
- Steve McIntyre (term expires June 30, 2020).