

**Latimer County Tourism Trust Authority (LCTTA) Board Meeting
Minutes of December 11, 2015**

The LCTTA Board met December 11, 2015 at the Chamber of Commerce Meeting Room. The meeting was called to order at 9:41am by Chairwoman Mooney. Roll call indicated Board members present were Chairwoman(CH) Maryellen Mooney, Vice Chairwoman(VC) Jodie White, District 2 Representative Wade Thomson, Secretary Mae Mings, Executive Director (Dir) Tamra Tilley and Clerk Lori Chrestman. Absent was District 3 Representative Melissa Juarez with a work related commitment.

3. Adoption of Agenda:

VC White moved to adopt the agenda which was seconded by Secretary Mings.

The vote taken:

CH Mooney Yes VC White Yes Mr. Thomson Yes Ms. Juarez Absent Ms. Mings Yes

The motion passed.

4. Approval of November 13, 2015 Minutes:

Mr. Thomson moved to approve the November 13, 2015 LCTTA Board Meeting Minutes and CH Mooney seconded the motion.

The vote taken:

CH Mooney Yes VC White Abstain Mr. Thomson Yes Ms. Juarez Absent Ms. Mings Abstain

The motion passed.

5. Financial Report:

Dir Tilley stated purchase orders (PO) #453 to KMCO was combined with PO #168. PO #487 is open and was originally estimated high. CH Mooney requested she work with the County Clerk to return to the previous method of listing which included a first page summary. Dir Tilley replied she would ensure future Financial Reports are in the correct format.

CH Mooney stated the Financial Report was accepted as presented.

6. Public Comment:

Dir Tilley stated:

A. The Christmas Parade had been rescheduled for December 18, 6:00pm due to weather.

B. The scheduled Community Tree Lighting was moved to 19 December, 3pm. This will be followed by the Merchants' Drawing at 4pm.

C. The Santa photos and ornaments are ready for pickup at the Main Street Office.

VC White discussed the move by Red Oak to contract for light decorations. The firm in Poteau will put up, take down, and prepare for storage all lights. Red Oak will store the lights. The first year of the contract is higher due to the purchase of the lights, but following years' price is for labor to outline buildings.

7. Discussion and Possible Action Concerning Web Advertising:

There was no Web Advertising action to consider.

8. Discussion and Possible Action Concerning Grant Applications:

Manager Aron Maib and Jimmy Elder, Robbers Cave State Park,

A. Distributed Flyers for Christmas Hayride 18-27 December and Nature Hikes on 1 Jan 16.

B. Discussed Dutch Oven Event. First event in May was “phenomenal success”. December event was not a success: 5 of 7 cancelled; were from out of state. RCSP did not use approved LCTTA PO for tee shirts: gave attendees RCSP tee shirts instead; lack of success may have been due to economy. Will conduct a dutch oven event in the spring.

C. Submitted Grant Request for \$3600 for: Fall Foliage Cruise: Rack Cards (2 sizes), posters, flyers and business cards; and Fall Festival: Rack Cards (2 sizes), posters, flyers and business cards; and Schedule Brochures.

Mr. Maib stated the quantity of the items is the same as requested last year.

CH Mooney asked where distributed and if there were many left over after last year’s distribution. Mr. Maib stated they are distributed at various Oklahoma Travel Info Centers (after approval by OK Tourism), at tourism conferences, and some mailed upon request. All excess was recycled. CH Mooney asked if he recommended cutting back on any quantity. A discussion followed in which it was determined previously with a smaller initial quantity, more had to be reordered to fill the need; cost is same for a larger number; therefore request will remain unchanged.

VC White reminded the group of the option to use the Talihina VoTech for posters at a much smaller cost. “We must remember we have an option.” CH Mooney stated the working relationship with Briggs Printing had been very successful: LCTTA regularly gets a good price, good and quick service, and they have sponsored some events. The Board will recommend the VoTech and will use them whenever possible.

Mr. Maib discussed the Oklahoma State Park budget changes of a 10% reduction for each of next two years. RCSP now is 92% self sufficient and working toward a 100% self sufficiency. This is why support for the Fall Festival is critical.

Mr. Maib and Mr. Elder left the room.

The Board discussed the economic impact of RSCP on surrounding economy to several counties including Latimer County. Comment was made there is a need to push/advertise the Fall Festival and Fall Foliage Cruise even more to ensure its success. A review of the grant evaluation sheet was conducted.

VC White moved to adopt the amended RCSP Grant Request for \$3600 (\$2800 plus \$800) for advertising items which was seconded by Rep Thomson.

The vote taken:

CH Mooney Yes VC White Yes Mr. Thomson Yes Ms. Juarez Absent Ms. Mings Yes

The motion passed.

Mr. Maib and Mr. Elder returned to the room and were informed of the approval of their Grant Request. They each stated their appreciation of the support of LCTTA Board.

9. Old Business:

A. *Acquisition of Stage, Tabled 13 November 2015.* VC White stated she and Mr. Jimmy Elder had discussed the acquisition and determined it was not cost effective to purchase a new one due to:

(1) Limited number of times used/Number of events

(2) The use of a stock trailer is sufficient as stage is used for all events, and all are outdoor events; therefore, the durability of a stock trailer is necessary.

Mr. Elder stated one negative factor in building a stage is the requirement for it to be ADA approved meaning electrical material would be needed, material that necessitated the stage be stored indoors as it would not “weather” well. He offered to loan the RCSP wagon, which has a new floor, to LCTTA supported events.

CH Mooney stated the little trailer used for Cruise Night worked very well. Dir Tilley stated some DJs preferred not be on a stage, but in front of it in order to be close to the crowd.

VC White moved to drop the subject and to remove the agenda item as an action item which was seconded by Rep Thomson.

The vote taken:

CH Mooney Yes VC White Yes Mr. Thomson Yes Ms. Juarez Absent Ms. Mings Yes

The motion passed.

B. Status of Financial Audit. Dir Tilley stated there was not a scheduled date as yet.

C. Status of Chamber of Commerce Sign Project. CH Mooney stated there is no change.

D. Umbrella Insurance Coverage for Events, Tabled 13 November 2015. CH Mooney stated research indicates this is cost prohibitive.

Rep Thomson moved to delete the subject from future agenda topics; it was seconded by VC White.

The vote taken:

CH Mooney Yes VC White Yes Mr. Thomson Yes Ms. Juarez Absent Ms. Mings Yes

The motion passed.

10. New Business:

Rep Thomson discussed:

A. The Choctaw Country Board is currently going through another evolution. While it is not as easy, we must continue to work with them during this period as their budget is not getting reduced as is the State Tourism budget. It is in our economic best interest to be patient.

B. He invited the Board to attend the KEDDO Board Meeting of 16 December 11am to 1pm at which the guests will be various Oklahoma State Tourism representatives and lobbyists.

11. Adjourn:

Rep Thomson moved to adjourn the meeting and VC White seconded the motion.

The vote taken:

CH Mooney Yes VC White Yes Mr. Thomson Yes Ms. Juarez Absent Ms. Mings Yes

The motion passed.

The Chairwoman adjourned the LCTTA Board Meeting at 10:42am.

The next meeting is scheduled for January 8, 2016, 9:30am, at Wilburton Chamber of Commerce.

//ORIGINAL SIGNED//

Maryellen Mooney, Chairwoman

//ORIGINAL SIGNED//

Jodie White, Vice Chairwoman

//ORIGINAL SIGNED//

Wade Thomson, District 2

/ABSENT//

Melissa Juarez, District 3

//ORIGINAL SIGNED//

Mae Mings, Secretary/Treasurer