

**Latimer County Tourism Trust Authority (LCTTA) Board Meeting  
Minutes of November 13, 2015**

The LCTTA Board met November 13, 2015 at the Chamber of Commerce Meeting Room. The meeting was called to order at 9:40am by Chairwoman Mooney. Roll call indicated Board members present were Chairwoman(CH) Maryellen Mooney, Representatives Melissa Juarez and Wade Thomson, Executive Director (Dir) Tamra Tilley and Clerk Lori Chrestman. Absent were Vice Chairwoman Jodie White who was out of town, and Secretary Mae Mings, who is ill.

**3. Adoption of Agenda:**

Rep Thomson made the motion to adopt the agenda which was seconded by Rep Juarez.

The vote taken:

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

The motion passed.

**4. Approval of October 9, 2015 Minutes:**

CH Mooney stated all Items with a recorded vote have mS Thomson, not mR. due to Ms. Thomson having attended the meeting for Mr. Thomson in August. The dates of the next Fall Fest were announced as 14, 15, & 16 October 2016.

Mr. Thomson moved to approve the October 9, 2015 LCTTA Board Meeting Minutes with changes and Rep Juarez seconded the motion.

The vote taken:

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

The motion passed.

**5. Financial Report:**

Dir Tilley stated the purchase order (PO) open list becomes shorter and shorter with only a few remaining open: she discussed each open PO. She reminded the Board that Robbers Cave State Park (RCSP) submits at first of year for the whole year, so several open POs are for events scheduled, but not yet held.

CH Mooney stated the Financial Report was accepted as presented.

**6. Public Comment:**

A. Dir Tilley stated Santa Photos are scheduled for 5 December, 5pm to 8pm and 6 December, 9am to noon at Talbots. The picture theme is Western.

B. Dir Tilley stated the Christmas Parade is 12 December, 6pm. Applications are available for entries. The theme is "Polar Express". Already scheduled are entries from schools in Buffalo Valley, Panola, and Red Oak, as well as the Wilburton Digger Band.

C. Dir Tilley stated she has scheduled a Community Tree Lighting 12 December, 4pm for the tree by Huskins Ammo & Lace. She is requesting citizens make and or donate a tree decoration.

**7. Discussion and Possible Action Concerning Web Advertising:**

Dir Tilley stated there is nothing new reference web advertising.

Mr. Thomson discussed the advertising with Choctaw Country published every other month. He distributed the current half page ad, a partnership with Haskell County. The partnership limits space so only key points are listed; however this is a bonus ad as the funds are not coming from LCTTA.

CH Mooney discussed the current LCTTA ad; she stated the colors are not good, font isn't easily read. Deadline is 13 November (today). Mr. Thomson will ask for extension to 20 Nov.

Dir Tilley stated she will request deadlines for remainder of year, next 2 issues, so the deadline will be managed, not become a last minute problem.

**8. Discussion and Possible Action Concerning Grant Applications:**

CH Mooney stated there are no new Grant Applications to review.

**9. Old Business:**

**A. Status of Financial Audit:**

Mr. Thomson stated at the last County Commissioners' Meeting, they discussed an audit for both county and trust departments. He suggested Dir Tilley talk with County Clerk Erin Adams to determine if it can be a cooperative effort to include LCTTA books.

**B. Chamber of Commerce Sign Project Status:**

There has been no further action on the sign. Dir Tilley stated that BP donates thousands of dollars to charities and suggested we make an active effort to request funds. CH Mooney stated she will take up the matter with the Chamber Board.

**C. Length of Time Agenda Items May Be Listed:**

Rep Thomson suggested placing items D(2) & (3) on December Agenda due to two of five board members being absent. *[D. Umbrella Insurance Coverage for Events (2) Ch Mooney stated she had not found all of the information concerning using umbrella insurance coverage for events. The initial (partial) information she has indicates that an umbrella policy would be much too expensive to consider. She will ensure the subject is on the December LCTTA Board Meeting agenda. (3) Ch Mooney stated with the absence of VC White, there is no information on the Stage acquisition. The subject will be on the December agenda.]*

**10. Adjourn:**

Rep Thomson moved to adjourn the meeting and Rep Juarez seconded the motion.

The vote taken:

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

The motion passed.

The Chairwoman adjourned the LCTTA Board Meeting at 10:27am.

The next meeting is scheduled for December 10, 2015, 9:30am, at the Wilburton Chamber of Commerce.

*//ORIGINAL SIGNED//*

*//ABSENT//*

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Maryellen Mooney, Chairwoman

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Jodie White, Vice Chairwoman

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Wade Thomson, District 2

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Melissa Juarez, District 3

*/ABSENT//*

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Mae Mings, Secretary/Treasurer