

**Latimer County Tourism Trust Authority (LCTTA) Board Meeting
Minutes of October 9, 2015**

The LCTTA Board met October 9, 2015 at the Chamber of Commerce Meeting Room. The meeting was called to order at 9:38am by Chairman Mooney. Roll call indicated all Board members are present except for Vice Chairwoman Jodie White who was out of town. Also attending were Executive Director (Dir) Tamra Tilley and Clerk Lori Chrestman.

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 Ms. Thomson Yes Ms. Juarez Yes Ms. Mings Yes

The motion passed.

4. Approval of September 11, 2015 Minutes:

Secretary Mings moved to approve the September 11, 2015 LCTTA Board Meeting Minutes and Rep Juarez seconded the motion.

The vote taken:

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

The motion passed.

5. Financial Report:

(1) Dir Tilley discussed POs 864 and 865. She stated they each were cumulated totals due to the Choctaw Country not submitting invoices until repeated requests produced the invoices. CH Mooney: *We need to watch our bottom line as it keeps getting smaller: we are not rich.*

(2) CH Mooney discussed the two entries for Monthly Appropriations. The \$2,500 was received in August for the June lodging taxes received for Latimer County. The \$2,000 was received in September for the July lodging taxes received.

The Financial Report was accepted as presented.

6. Public Comment:

A. Dir Tilley stated the last Cruise Night for 2015 will be Saturday, 17 October. There is anticipation of higher attendance due to Auto Show at Fall Fest.

B. Dir Tilley stated Fall Fest is 16, 17, and 18 October. All vendor spots at the Fall Fest have been reserved.

7. Discussion and Possible Action Concerning Web Advertising:

Dir Tilley stated she is sending all web actions to Mr. Sockey.

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:

Dir Tilley stated she had obtained the telephone number and called the State Auditor to schedule a date for the audit. She is waiting for the reply with a scheduled date. She will pursue the matter.

B. Chamber of Commerce Sign Project Status:

Secretary Mings stated there had been no further action on the sign.

C. Length of Time Agenda Items May Be Listed:

Clerk Chrestman stated she had spoken with Mr. Mark Thomas, Oklahoma Press Association, Oklahoma News Foundation, reference the length of time an agenda item may remain on the agenda. Mr. Thomas stated there is no rule stating the length of time an agenda item may remain on the agenda. He suggested a rule of thumb is not longer than the length of time a reasonable person would find as objectionable. This applies specifically to actions or decisions that impact someone or an organization.

CH Mooney: *Since it is up to the organization, I suggest we leave the Chamber of Commerce Sign item on the agenda. I think the sign is a good idea that needs to be pursued. It just has not been the right time due to various factors we have had to deal with; but it can be realized.*

D. Umbrella Insurance Coverage for Events

(1) Dir Tilley stated that the LCTTA Board has nothing to do with the events, so would not be the vehicle to cover them. Main Street schedules 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 November 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 November agenda.

10. New Business:

A. Nathan Johnson: Invoice Review for Cancelled OK Kids Performing Arts 19 Sep 15. Mr. Johnson stated he was not sure the correct way to handle the invoice from Stigler Printing for the advertising flyers, etc. He stated that since it was his decision to cancel the event, he thought he/his organization should pay the purchase order or repay Latimer County/LCTTA if they pay Stigler Printing..

Mr. Johnson left the room.

The LCTTA Board discussed the issue:

CH Mooney: *As the rules are set up now, he cannot pay/repay Latimer County.*

Dir Tilley: *If I cancel the purchase order, Stigler Printing could send the invoice directly to Nathan Johnson.*

CH Mooney: *We need Stigler Printing to provide written confirmation that the invoice was paid.*
Rep Juarez: *I have heard several variations of the number of motel rooms affected by the cancellation. One family I know went to McAlester for lodging, but they did not check Wilburton motel availability.*

Dir Tilley: *I checked our local motels and determined there was just 1 motel room cancellation.*

Rep Thomson made the motion to allow Nathan Johnson to directly pay Stigler Printing for advertising for event he cancelled with the requirement of confirmation of payment as well LCTTA ensuring an internal annotation stating the reason for the cancellation of the PO. Rep Juarez seconded the motion.

The vote taken:

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

The motion passed.

Mr. Johnson returned to the room.

CH Mooney: *We have determined it best if you paid Stigler Printing directly for the invoice.*

Mr. Johnson: *I talked to Roy at Stigler Printing and the invoice should be \$263 for payment.*

Dir Tilley: *I'll call Latimer County and tell them to send the invoice to your address.*

Mr. Johnson: *Please send in Oklahoma Kids name. Thank you for handling this so easily.*

B. Manager Aaron Maib and Mr. Jimmy Elder, Robbers Cave State Park, stated they were in attendance to discuss any questions concerning the cancellation of OK Kids Performing Arts. The members of the board had no further questions.

11. Adjourn:

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

The vote taken:

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

The motion passed.

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

The next meeting is scheduled for November 13, 2015, 9:30am, at the Wilburton Chamber of Commerce.

//ORIGINAL SIGNED//

Maryellen Mooney, Chairwoman

//ABSENT//

Jodie White, Vice Chairwoman

//ORIGINAL SIGNED//

Wade Thomson, District 2

//ORIGINAL SIGNED//

Melissa Juarez, District 3

//ORIGINAL SIGNED//

Mae Mings, Secretary/Treasurer