

# Hancock County Tourism Commission Meeting

June 12, 2018 5:00p.m.

City Hall, Greenfield, Indiana

## **Board Members Present:**

Brandi Zimmer, President

Earl Smith, Board Member

Rosalee Richardson, Vice President

Amanda Everidge Board Member

George Langston, Board Member

Kelly McClarnon, Treasurer

Shirley Matlock, Secretary

The regular meeting of the Hancock County Tourism Commission was called to order on Tuesday, July 10, 2018, at 5:00 p.m.

Roll was called by Shirley. All members present.

Motion to accept and approve June 12, 2018 minutes was made by Kelly. 2<sup>nd</sup> by Earl. All approved.

An Executive Session was scheduled for Monday, June 18, at 4pm at the Tourism Office.

Minutes were not received for print and were read by Shirley. George motioned that minutes would be approved with caveat that corrections and/or additions be made, if necessary. Kelly 2<sup>nd</sup>. All approved.

## **Kelly McClarnon, Treasure's Report:**

| Account     | Date    | Balance      |
|-------------|---------|--------------|
| Tourism     | 7/10/18 | \$171,020.12 |
| Fairgrounds | 7/10/18 | \$224,565.81 |

George's numbers were presented including balances on these accounts with outstanding checks and obligated debts, as well as, the balance of available 2018 Appropriation balance. Many checks have not been cashed at this time for multiple items. Detailed reports submitted.

George also indicated that June revenue will bring us out of the red.

Kelly is turning the budget in tomorrow at 3:45pm.

The Budget Committee will meet by the end of the week, prior to the work session.

Treasurer's Expense Report and Director's Expense Reports were read. Shirley motioned to approve, 2<sup>nd</sup> by Kelly. All approved.

**Bank Search Update:**

George reported move to Star Bank will be completed by August. Signature cards can be signed at work session. Kelly indicated Mindy will have bookkeeper access to accounts and be able to provide reports.

**Neopost:**

George reported that the truck delivering the equipment was involved in an accident and was not delivered a week ago. It was supposed to be delivered today; however, no communication has been received.

Earl asked if George had an estimate of income for balance of 2018. George indicated we would be lucky to have \$250,000.00.

**Work Session**

There will be a Work Session on Monday, July 23, at 2pm at the Visitors Center. This will be open for observation by the public; however, the public is not allowed to speak. Work Session public notification will be made.

Bridgette, at this time, requested an additional \$3,000.00 be transferred to her account for various potential expenditures. This request was denied, at this time, due to budget concerns.

George brought to attention that an evaluation, by law, needs to be made on Brigette annually. There will need to be an Executive Session called to do this.

**Grants:**

Already approved for this month, per June minutes, is a grant to the Mental Health Association in the amount of \$5,630 and Nameless Creek in the amount of \$3,700.

Greenfield Main Street: Shelly Swift returned for balance of June application where it was requested \$2,000 for the Chalkfest and \$1,000 for Facebook boosts for the rest of the year. Kelly motioned to approve grant for \$3,000.00. Amanda 2<sup>nd</sup>. George and Earl abstained. Balance of members approved. Motion approved.

HCVB Grant Report: Sara Wolf came to present report but was not the one who prepared the report. Kelly asked about revenue and Capital Improvement Fund. George said to make sure they did not include lunches, legal fees, etc. Sara ensured the legal fees were not for services regarding the lease negotiations.

New Palestine Summer Fest: They will have some monies to return from \$4,000 June grant as soon as they have final expenses for advertising paid. They are also returning to request balance of \$3,432 for poles. Kelly motioned to approved grant for \$3,432. Earl 2<sup>nd</sup>. George abstained. All others approved. Motioned approved.

(Rosalee excused herself from the meeting.)

Hope House: Andrea Mallory reported that the Hope House lost a \$53,000 grant due to their Board taking a stance on not taking children without legal documentation showing they were to be with the adults. They have a 2 year plan to be self sufficient. They are requesting a grant of \$3,000 for advertising expenses related to Hops for Hope on August 11. Shirley motioned that we approve grant for \$3,000. Amanda 2<sup>nd</sup>. George abstained. All others approved. Motioned approved.

Main Street Art and Music Festival: No show.

### **Executive Directors Report (see Report)**

Updated Grant Application and Grant Reports: Suggested that Applied be broken down into sections to make it easier for applicants to see what was needed and set clear expectations. Brigitte would like to include that it is preferred that applications be sent in digitally. She also would like to include that presentations would be done in order of receipt of applications, with special circumstances considered for exception. We can also talk about this at Work Session. Kelly noted some punctuation/grammatical errors to be corrected.

Kelly motioned the old Application be revised to reflect date change requirements that submissions are done by end of month prior meeting. 2<sup>nd</sup> by Amanda. Approved by all.

Amanda moved we table new form to be submitted for approval at August meeting. 2<sup>nd</sup> by Kelly. Approved by all.

Actionable items from Brigitte:

Riley Showcase ó Waiting on Gary West contract to be approved. Asking for nod from Board to proceed with paying deposit with the noted concerns from George. After discussion, a nod was given as the majority of the Board is in agreement that counsel is our guide to proceed with his

adjustments/notes to contract. This is also triggering a response regarding Brigitte being made a Purchasing Agent.

Brigitte is presented the Travel Indiana ad and the ½ page ad that will be in the magazine. attending the meetings regarding

She also reported that we are getting more overflow from Shelby and Henry County in tourism dollars as they do not have enough hotel space.

It was also noted that we are the missing link between counties for the trails program. There will be more discussion between counties in August. It was also noted that we are in the "Path of Totality" for the 2024 eclipse and there could be a number of ways to promote events for this.

Earl asked Brigitte about getting fliers to campgrounds for more awareness. He and Shirley volunteered to take them when available.

Kelly motioned to adjourn. Shirley 2<sup>nd</sup>. All approved.

Next meeting August 14, 2018.

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Adjourned 7:15 pm.