

# Hancock County Tourism Executive Director's Report July 10, 2018

## Actionable Items:

1. Deck Contract approval
2. Committee to establish policy on Executive Director becoming a purchasing Agent
3. Amount of records kept on the Tourism Website
4. Tourism Commission Meeting Videos on Website
5. Public request for records from Michael Thompson
6. Approval of new grant form and new grant report form

## Report of Past Month's Activity:

### ***Advertising***

- Communication between Tuttle's Orchard (Ruth Ann Roney), and Lark Ranch (Matt Lark) and Williams Randall Marketing (Lauren Fiedler) regarding Katie Stam Irk's visit via phone call and email.
- Met with Markus Dennis and Linda Lowe of the Riley Festival to discuss promotion.
- Communicated several times with Brian Wrasman of Crosspointe Studios and Patrick Stewart of the Deck app in updating and working out kinks with these two entities.
- Communicated with Katie Cavaleri in regards to IDOT advertising and Katie Stam.
- Completed the Top Pick copy for Katie Stam Irk's visit, and provided six photos.
- Sent in the Festival Guide contract.
- Updated the Tourism Facebook page with events.
- Updated the Tourism Website with HCTC meetings, and approved other events to website and Facebook.
- Communicated with Katie Duffy, John Senger, and Erika Whittington in regards to Discover Book.
- Received request for as many photos as I could provide and video of Hancock County from the Indy Chamber. Provided Indy chamber with a link to photos in a Flickr File. Contacted Brian Wrasman about getting video from the old discover Hancock county website.
- Photographed: Pennsy Art Festival, Chocolate Walk, RWTC play of Baby, and Classic Circus at the Fairgrounds.
- Conference call with ITI Digital Media.
- On site scouting location with four members of Williams Randall Advertising on 08/03/2018.

### ***Events***

- Communication with Michael Kester of HCHS regarding Sammy Terry.
- Communication with Dave Scott regarding theater questions.
- Contacted Kevin Harvey with request for guidance on Gary West contract.
- Completely rewrote Gary West contract to combine Tourism requirements and Gary's requirements. Mailed updated contract to Gary.
- Communication with Geneval Stephenson of Good's Candy regarding chocolate for the chocolate walk.
- Communication with Gary West regarding Riley Showcase and contract issues.

- Communicated with Riley Old Home Society people (Dave Crider, Julia Glass) and Riley Home staff (Stacey Poe) in regards to the showing of the Riley documentary at the Riley Showcase.
- Communicated with Ron Prickel of WTIU about possibility of showing Riley documentary at Riley Showcase.
- Communicated with Jerry Bell of Brandywine Wind regarding the Riley Showcase.
- Communicated with Debbie Wilkerson of Wilkerson Dance Studio regarding the Riley Showcase.
- Picked up the Chocolate for the Chocolate Walk at Goodø Candy in Anderson.
- Worked the Chocolate Walk on 08/10/2018.

### ***Community Collaboration and Communication***

- Attended the Hancock County Economic Development Council Meeting 07/18/2018.
- Communicated with Bob Burchfield regarding updating information on Around Indy website.
- Completed a travel and tourism survey for the central Indiana DMOø.
- Attended Pennys Art Festival
- Attended the Central Indiana DMO meeting at Shelbyville 08/01/2018.
- Attended the Greenfield Chamber luncheon 08/07/2018.
- Visitor Center was open for the Chocolate Walk on 08/10/2018. We had 244 visitors with 14% of them being out of county visitors.

### ***Hancock County Tourism Commission***

- Communication via text, email and phone calls regarding board business.
- Scanned all of the documents for the HCTC board meeting.
- Loaded all of the documents for the HCTC board meeting to the website.
- Collaborated with board president to create agenda, printed agenda and loaded to the website.
- Made eight copies of all documents for all of the board members, and assembled packets for the board meeting.
- Notified all board members of meetings and document availability.
- Created Directorø expense report, made copies of all receipts and invoices and loaded information to the website.
- Created the Directorø report of past monthø activity and loaded this information to the website.
- Attended the July 10, 2018 HCTC board meeting
- Edited the new grant form and the new grant form report twice ó and loaded it to the website each time.
- Contacted Brian Wrasman about changing the grant form on the website to a different version, but not the final version. Sent him the new form.
- Record keeping.
- Discussed budget issues several times with George Langston.
- Provided George Langston with documents regarding the lawyer OKøing pre-payments.
- Provided documents and assistance to Kelly McClarnon in regards to bills that needed to be paid.
- Discussed reconciliation of records with George Langston.
- Forwarded Brenda Myersøof Hamilton CVB information regarding trails improving economic development.
- Notified Daily Reporter regarding Work Sessions.
- Created notices for work sessions.

- Sent HEDC notes to the board.
- Communicated with Dave Goodrich in regards to George Langston's questions about HCTC meeting videos.
- Discussed parking issues with George Langston.
- Signed for money in Treasurer's office.
- Picked up paperwork in Auditor's office.
- Forwarded information from Mike Dale regarding the remonstrance for the new bike trail plan.
- Discussed issues with Neopost with George Langston.
- Collaborated with president to create agenda for first work session.
- Provided job description information to board members.
- Attended the HCTC Work Session on 7/23/2018.
- Printed out all of the cover letters, and envelopes for grant recipients.
- Printed out all envelopes for bills.
- Mailed all checks and made copies of all checks to go with grant paperwork.
- Communication with Jim Shelby of Hancock County Council regarding HCTC issues.
- Discussion with George Langston in regards to concerns from the Hancock County Commissioners and the Hancock County Council.
- Communication with Kelly McClarnon about getting George Langston put on the bank accounts.
- Communication with Brad Armstrong, County Commissioner in regards to HCTC issues.
- Compiled the information provided by attorney Kevin Harvey in regards to creating policy about Director becoming a purchasing agent.
- Communication with Robin Lowder in regards to limits on service contracts.
- Set up a meeting with CPA Mendy Owens and Kelly McClarnon and George Langston and I to go over record keeping.
- Communication between Kelly McClarnon regarding SBOA needing further information.
- Received a records request from Michael Thompson ó forwarded onto the board and county officials as well as attorney Kevin Harvey. Communicated with Kevin Harvey about how to proceed with this expansive request for records.
- Confirmed receipt of records request to Michael Thompson.
- Deposited treasurer's check.
- Researched and self taught how to create new pages on Word Press site so I could add Work Session documents to website.
- Forwarded information to the board in regards to the new hotel tax reporting form from ITA.
- Attended meeting at CPA Debits and Credits with Kelly McClarnon and George Langston.
- Attended the Hancock County Council Meeting on 08/08/2018 in regards to questions about the tourism budget.
- Attended the HCTC Work Session on 08/13/2018.

### ***Grants***

- Responded to request for information on grants from Shelly Swift.
- Responded to request about final grant report from Kim Hall.
- Communicated several times with Lacy Willard in regards to her grant request for Fortville.
- Communicated with Virginia Harrell regarding her grant report ó and received her report.

### ***Visitor Center***

- Communicated with Angela Bucher of War of the Roses Wrestling which is coming to New Palestine in the fall ó looking for hotels.
- Communicated with a couple of people with questions about the lighted poles at I-70.
- Communicated with Neopost people regarding delivery of mail machine. Discussed this issue with George Langston several times.
- Communicated with Google ó as they are still charging us for sales tax.
- Met with Indiana Blinds in regards to getting an estimate for blinds for the office.
- Met with Sarah Kesterson to talk about blinds and other VC needs. Called blind companies to set up appointments for on site consultations.
- Communicated with Sarah Kesterson of HCVB regarding needs at the Visitor Center ó blinds, paper towel dispensers, and artwork hanging system.
- Communicated with Becky Evans of Office 360 in regards to credit to account and outstanding invoice.
- Communication from individuals wanting to know what there was to do in Hancock County.
- Inquiry from Virginia Harrell regarding signage.
- Inquiry about Founder's Day from an interested vendor ó provided contact info.
- Responded to request for information from Christa Riggs regarding promotion of Pennsy Art Festival.
- Responded to request for information from Deanna Gundrum regarding Greenfield Main Street.
- Provided Ben Middlekamp of the DR with some tourism information.
- Contacted Travis McMichael with Holiday Inn regarding opening date of new Fairfield Hotel.
- Talked with Brian Wrasman of Crosspointe Studios regarding Jane Ross Reeves Octagon House website.
- Assisted Virginia Harrell of the Octagon House with her website.
- Assisted Kim Hall with hotel contacts for one of her vendors at the Pennsy Art Festival.
- Assisted visitors who came into the office ó answered questions and provided literature.
- Picked up trash outside and took trash out of the office.
- Basic office work filing and organizing.
- Set up an office account with Quill to get better ink prices.
- Vacuumed and clean office.

July 10 ó August 13, 2018