

Hancock County Tourism Commission Meeting

August 14, 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, August 14, 2018,, at 5:00 p.m.

Roll was called by Shirley. All members present.

Motion to accept and approve July minutes with addition of noting that George did not give a nod to Brigitte signing the Gary West contract was made by Amanda. 2nd by Kelly. All approved. (July minutes have been updated and submitted 8/15/18)

Kelly McClarnon, Treasure's Report:

Account	Date	Balance
Tourism	8/14/18	\$123,797.85
Fairgrounds	8/14/18	\$132,565.81

July statements have not been received.

SBOA is in town and he has been working on a response to Brett Johnson doing a follow-up test on Tourism Commission disbursements. They have 19 checks from 2016 and 20 from 2016/17 that need copies of the cancelled checks and supporting documentation (statements/letters/grant report). PNC Bank, Rita Moore, said she would get cancelled checks and Brigitte is working on documentation. George indicated that he has copies of all cancelled checks from 2014-mid 2017 and should be able to provide copies right away.

PNC has stated that online access for George has been mailed, but it has not been received at the Tourism Office.

Brigette will deposit the next disbursement check at Star Bank to open the new account. Signers on the account that need to go for signature cards are Earl, Brandi, and Kelly. George and Mindy need to have bookkeeper access.

George indicated Mindy has all the information from beginning of 2018 that she needs.

SBOA requested a ledger from Mindy which she had ready for inspection. They also may have guidance on any changes needed for supporting documentation.

George reported that all grant checks have now been cashed.

Kelly reported that he, Brigette, George, and Kelly met with Mindy to get her up to speed.

George reported that he went to County Council with a request to transfer of \$1,000 to the accounting services (Mindy) account and it was completed.

Director's Expense Report was presented. Rosalee moved to accept. Earl 2nd. All approved.

Brett Johnson, SBOA, also wants information on Brigette's account. Kelly sent her an email with his information so she can contact directly.

Correction of approval for the Executive Director to sign Gary West Contract

Kelly moved that Brigette sign the Gary West contract. George voted no. All others yes. Motioned passed.

Rental Agreement Contract

Brandi said she would email Sara Wolfe and request a copy of a new contract from her to be presented at the September 11th meeting. Brigette will email a copy of the current contract to the board for review before that meeting for review and consideration of any changes with a hard copy for Rosalee to pick up at the office.

Grant Report

A report was submitted by Virginia Harrell who was unable to attend the meeting. Kelly moved we accept the report as submitted. 2nd by Earl. All approved.

Discuss appropriating unspent money from previous year

Brandi would like to have the treasurer report where we are at the December meeting with our bank account balances, less obligated debts. George would like to have our bills paid current by

end of November and have amount of any December bills requested at December City Council be encumbered. Discussion followed on how we can have monies not be left unused in order to potentially secure more grant money.

Shirley made a motion to have the treasurer bring to the November 13, 2018, meeting, with the inclusion of guidance of the County Auditor, Mindy, SBOA, our financial data as of that date. 2nd by Earl. George voted no. All others yes. Motion passes.

Kelly noted that with all the concerns being raised, he never received any questions or concerns from the Council Discussion followed that any questions regarding financial information be directed to Kelly.

Executive Director's Report

Deck App Agreement presented with "Terms of Agreement" and "Fees & Payments" crossed out. Earl made a motion that Brigitte sign the contract with Deck. 2nd by Kelly. All approved.

A committee needs to be formed to establish policy regarding the Executive Director as a purchasing agent and prepayments.

Shirley made a motion to establish a committee to work with our attorney to establish policy regarding the Executive Director as a purchasing agent and prepayments 2nd by Earl. Rosalee abstained. All others yes. Motion passes. Shirley and Brigitte will be the committee.

Concerns on the number of records being available on the website. Kelly suggested going as far back as we could to refer requests for information directly to the website. He indicated the SBOA responded to his request about all information being posted and they did not recommend putting bank statements online, even with redacting information. There was discussion on this. Brigitte is going to bring a quote to the next meeting on cost to change website to allow for additional needs to add this information.

Tourism Meeting videos on website ó Brigitte requested to add a hyperlink to our monthly minutes that would take interested parties directly to the video recording of the HCTC meetings on the county website. All members agreed this would be acceptable with no disagreement noted.

Request for Public Records by Michael Thompson-Brigitte talked with Kevin on how to handle the extremely large volume of information he has requested. Kevin recommended making it low priority on her daily tasks, but to send information as she can.

Brigitte is going to obtain a quote to purchase Adobe that would be used on her computer and a volunteer computer at the office to redact any information not for view.

Approval of new Grant Form and Grant Report Form ó Brigitte presented the updated forms. Kelly motioned to approve the new forms with the following corrections: removal of extra blank line in second bullet under öPreparing and Presenting Your Grantö and under öIf You are Awarded a Grantö a statement added saying öGrants checks awarded are to be deposited within 14 business days of receipt.ö and the hyperlink entered where it is placement is indicated. 2nd by Amanda. All approved.

Report of past activity ó Katie Stam will be at Lark Ranch and Tuttleø Orchard Thursday, August 16, 2018. Kelly motioned to accept and approve the Executive Directorø Report as presented. 2nd by Amanda. All approved.

Thank youø ó Brigitte presented thank you letters received from Hope House and Cumberland Arts, Inc., for the HCTCø support in awarding grants.

Adjournment

Kelly motioned to adjourn. Amanda 2nd. All approved.

Next meeting September 11, 2018.

Meeting adjourned 6:37pm.