

Hancock County Tourism Executive Director's Report October 9, 2018

Report of Past Month's Activity:

Advertising

- Worked with Katy Cavaleri in getting all of our information and pieces together for the Indiana Department of Tourism Guide ó provided her with copy and photos as well as updated information. This was submitted and complete. Waiting on proofs.
- Worked with Katy Cavaleri in getting all of the information and photos together for the Indiana Festival Guide. This was submitted and complete. Waiting on proofs.
- Met with the Jackson Group Printing to see if they could accommodate some of our future printing needs.
- Worked with Stephanie Nichols in getting the advertising together for the next Travel Indiana Magazine. This was submitted and complete. Magazine is out.
- Worked with Erika Whittington at the Daily Reporter in producing the flyers, posters, post cards and other print pieces for advertising the Riley Showcase. Proofed and printed.
- Went around Greenfield and put up posters and post cards for Riley Showcase in several locations.
- Worked with Signarama in producing two large banners for the Riley Showcase.

Events

- Prepped for the Riley Showcase by talking with all of the members and making sure their schedules were in place.
- Provided an event schedule to Tim Padric the sound technician.
- Worked out a parking situation for Sammy Terry, and Gary West during the festival ó via GC bands.
- Searched for help with load and unload of Gary West.
- Present at the Riley Showcase throughout the festival. Set up the Tourism display in the lobby, and greeted all of the guests.
- Created a ticket form for cash sales of tickets.
- Set up ticket sales for Gary West through Eventbrite.
- Photographed Sammy Terry and Brandywine Wind at the Riley Showcase.
- Communication several times with Michael Kester of HCHS regarding Sammy Terry.
- Communication with Gary West regarding 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.
- Communicated with Amy Studabaker, friends of the Theater President regarding the Riley Showcase.
- Communicated with Penny Lane at WSVX regarding Riley Showcase Radio Spots and Web advertisement.

Community Collaboration and Communication

- Attended several Riley Festival Events and photographed many of them including the opening ceremony, mayor's breakfast, flower parade, festival parade, queen's pageant, Riley Open House, and Riley Birthday party
- Attended and photographed the Flat 50 Bike Race on 9/21.
- Working with the Greenfield Downtown Arts Coalition group to invite military veterans, Cook Family members and others to a special unveiling of new art in the Living Alley honoring Col. H. Weir Cook.
- Worked on updating the festival and fair database. Made several phone calls to get updated information.
- Met with the Hancock County Arts Council on 9/19 as they look at ways to greater expand their reach and involvement in the community ó specifically looking at how they can generate new events and outreach in the arts.
- Met with the Hancock County Economic Development Council for their September meeting in Fortville.
- Will be the tour guide for Leadership Hancock County on their bus tour around the county in November.

Hancock County Tourism Commission

- Talked with Brad Armstrong Commissioner in regards to recent HCTC issues.
- Communicated with Rosalie Richardson, board member, and Robin Lowder, Auditor, in regards to Rosalie's questions about how the Boy Scout grant was funded.
- 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 Director's expense report, made copies of all receipts and invoices and loaded information to the website.
- Created the Director's report of past month's activity and loaded this information to the website.
- Attended the September 11, 2018 HCTC board meeting
- Record keeping.
- Discussed budget issues several times with George Langston.
- Signed for money in Treasurer's office.
- Discussed issues with Neopost with George Langston.
- Communication with Kelly McClarnon and George Langston about bank accounts.
- Deposited treasurer's check.
- Communicated with Sarah Wolfe regarding Lease Agreement and rental check.

Grants

- Received a grant report from Kim Hall, Executive Director of Mental Health Partners.
- Assisted Josh Phares, Ag Association with what he needed for that grant.

Visitor Center

- New blinds were installed in the Visitor Center office on 9/21 ó paid for by the HCVB.
- 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.
- Vacuumed and clean office.

September 11, 2018 ó October 8, 2018