

Hancock County Tourism Executive Director's Report December 11, 2018

Actionable/Important Items:

1. Address Bank Account ó needing funds/Credit Card issue
2. Received Indiana Office of Tourism Report on Fall Campaign success (see attached)
3. Skip Kuker, HEDC Executive Director, is retiring due to health reasons. Randy Sorrell will be the new HEDC Executive Director starting January 1, 2019.
4. Daniel's Vineyard closing outdoor activities due to McCordsville's noise ordinance.
5. Moving forward with Deck and the HCCF's Community Calendar.
6. All County Bicycle plan approved by the County Commissioners.

Report of Past Month's Activity:

Advertising

- Had a corrupted SD card and had to go through and do a recovery process to recover photos.
- Editing photos.
- Photographed: Riley Statue Rededication; Christmas at the Rick's; Greenfield Tree Lighting
- Loaded photos to Facebook and website.
- Posted events to Facebook page.
- Was interviewed on the air by Penny Lane 11/27 ó recorded a Christmas Commercial for Hancock County Christmas events.
- Communicated with Patrick Stewart in regard's to Mary Gible's concern about Tourism's Calendar and duplicating efforts with Hello Hancock.
- Communicated with Brian Wrasman in regards to some updates and changes to the website.

Events

- Attended Riley Statue Rededication and took photos 11/25.
- Attended HEDC Meeting 11/21.
- Attended Greenfield Chamber Jingle Mingle 12/6.
- Attended the Commissioners Meeting on 12/4.
- Attended the Downtown Christmas Tree Lighting and took photos on 12/2.
- Attended the Christmas at the Ricks Event and took photos on 12/1.
- Was the tour guide for the Leadership Bus Tour on 12/5.
- Attended insurance mandatory meeting, and on a separate date ó signed up for insurance

Community Collaboration and Communication

- Created a talking tour for Leadership Hancock County and set up visits to four locations: Jane Ross Reeves Octagon House; Fortville-Vernon Township Public Library; New Palestine Historical Society and Main Street; and Nameless Creek Youth Camp.
- Met with members of the Hancock County Historical Society to discuss promoting their events.
- Talked with Greenfield Parks Dept and Hancock County Arts Commission about collaborating on a Christmas display in the Park with the HCHS in 2019.
- Phone call from Jonathan Lawler ó looking to establish a farm education location in Greenfield.

-Trying to put together an event space database.

Hancock County Tourism Commission

- Providing George with bills and other financial documentation.
- Had several conversations with George regarding finances: bank analysis charges; cash basis vs. modified basis; fiscal year.
- Communication via phone and email with board members on a variety of issues
- Made check deposits at Star Bank.
- Communication with Sarah Wolfe regarding lease agreement.
- Created envelopes for bills and took them to the post office.
- Created documents for the Commissioners meeting.
- Attended Commissioners meeting on 12/4/2018 and presented a tourism update.
- Made request to Commissioners for board reappointments
- Uploaded documents to the Commission page for public viewing.
- Made copies of all of the documents for the HCTC meeting.
- Created Executive Director's Report and Financial Report.
- Have gone to Star Bank more than once trying to get bank accounts straightened out.
- Prepared power point presentation for annual evaluation.
- Presented that power point presentation to HCTC board members on 12/4.
- Received records request from Michael Thompson. Forwarded this request onto board and Kevin Harvey.

Grants

- Corresponded with Dennis Dunn regarding need for all receipts for report.
- Received updated Grant report from Dennis Dunn and 40 & 8.
- Sent grant form and grant report form to Virginia Harrell at Jane Ross Reeves Octagon House.

Visitor Center

- 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.
- Helped with decorating the office for Christmas.

Days Off

½ Sick Day 11/19

Thanksgiving Holiday 11/22 & 11/23

Vacation Day 11/29

November 13, 2018 ó December 10, 2018