

## HANCOCK COUNTY TOURISM COMMISSION MEETING

January 8, 2019, 5 PM

City Hall, Greenfield, IN 46140

### **Board Members Present**

Amanda Everidge  
Bob Mattsey  
George Langston  
Kelly McClarnon  
Travis McMichaels  
Will Ronan

### **Board Member Absent:**

Carolyn Flynn

The regular meeting of the Hancock County Tourism Commission was called to order on Tuesday, January 8, 2019, at 5 PM.

Introduction of new commission members and Roll Call:

Bob Mattsey, Carolyn Flynn, Travis McMichael and Will Ronan

### **Election of 2019 Officers:**

- Kelly nominated George Langston for President, 2<sup>nd</sup> by Will Ronan, Vote Called: 6-0 Motion Passed.  
George nominates Will Ronan for Vice President, 2<sup>nd</sup> by Kelly, Vote called: 6-0 Motion passed.
- Kelly nominated Bob Mattsey for Treasurer, 2<sup>nd</sup> by George, Vote called: 6-0 Motion passed.
- George nominated Carolyn Flynn for Secretary, 2<sup>nd</sup> by Will, Vote called: 6-0 Motion passed.

The new President thanked the past tourism commission members for their service to our Hancock County residents; Brandi Zimmer, Earl Smith, Shirley Matlock, and Rosalie Richardson.

### **Set a date for new members orientation:**

Orientation will be held on January 23, 2019, at 4 PM, at the Hancock County Visitors Center conference room. This meeting will be a "Work Session" for the sole purpose of orientation of new members and new members were advised that no decision or votes can take place.

## **Approval of December 11, 2018 Minutes:**

President inquired about the new lease contract with the HCVB. HCVB has not delivered the new lease contract to the commission. President informed the new commission members that the past commission voted to accept this contract with an additional provision that an invoice must be issued before monthly or quarterly payment.

- Kelly moved to accept the minutes, 2<sup>nd</sup> by Amanda, vote called: 6-0 motion passed.

## **Treasurer's Report:**

Kelly has closed all the PNC accounts with the help of Rita Mohr, from PNC bank. All bank fees were waived on the last account.

Tourism Director Account Balance: \$4,971.88

1% Fairgrounds Account Balance: \$176,854.79

Main Tourism Account Balance: \$197,404.44

Kelly will work with the new treasurer as needed. The commission intention for moving our accounts to Star bank was to get a better competitive product in terms of how we receive some interest and of course bank fees. We did not receive the results we were expecting. Kelly has made multiple attempts, emails with our contact at Star bank. The new treasurer Bob Mattsey and Kelly will work together on this. Star bank presented some concepts that sounded good, but they never forwarded the marketing pieces. As a board, I feel we should be able to see those documents to ascertain whether it really is? I'm still not getting those documents and I requested them again today. We need to hear back from our Star bank representative. This could be all a misunderstanding. I would hate to think about moving again because it is such a pain. We are going to have two signers, Bob Mattsey and George Langston. We have been asking for additional information for a month now, so we will see where that goes. Bob to Kelly, is your schedule opening up in the next few days because right now you are the only one the bank will talk too at this point. Kelly absolutely, we will work closely on that.

Brigette, the bank will need the minutes. Should that be in a motion? Kelly, yes that's a good suggestion.

- Kelly, motion to remove Earl Smith, Brandi Zimmer, and Kelly McClarnon from our bank accounts. Add George Langston, Tourism President and Bob Mattsey, Tourism Treasurer to our Star bank accounts. 2<sup>nd</sup> by Bob, Vote Called, 6-0 motion passed.

Kelly needs to pass on his treasurer records to Bob. He stated an access to public records library needs to be established so the public can have access to it. SBOA audit information two years in a row. Bob, my concerns would be any findings the SBOA found a second time? 3 key findings, one is that the commission always have a contract for any personal services and contractual

contracts, that we have a written approved grant form accompany with the proper documentation to support the disbursement of funds. For 2018 I don't think we have any concerns. George, we have Debt's N Credits contract that I have been trying to get done that's been held up by our attorney. The contract was given to him in late October 2018. We still haven't received it from our attorney. Bob, it's my hope that going forward is we give the SBOA our file and we have all of the requested documentation and everything goes smoothly. George, we have our monthly treasurer report for December 2018, Total \$19,399.84.

– George moves that we accept this treasurer report, 2<sup>nd</sup> Amanda, vote called, 6-0 motion passed. Note: Kelly requested an amendment to the motion to remove PNC erroneous bank fee. George motion, 2<sup>nd</sup> by Bob, vote called, 6-0. motion passed. While typing these minutes I discovered the bank fee Kelly was referring to were left off the report due to negotiating with PNC bank to remove them and closed the account. No change to original report.

Executive Directors report, Amanda motion, 2<sup>nd</sup> by George, Vote called, 6-0 motion passed.

Appropriation Accounts payable report end of CY 2018, Sections 2, 3, and 4

Total: \$432,004.35. Section 4: Fairgrounds, etc. Total: \$91,338.99 and Section 1, 2, 3, 4

Total: \$513,866.47.

Accounts Receivable Record CY 2018 YTD Total: \$497,634.54.

1% Fairgrounds account YTD Total: \$82,986.54. Cumulative Total since Sept 2015, (3Yrs. 4Mos.) is \$267,499.52. It takes a long time to accumulate funds. Care should be taken to not spend down below \$100,000 or the fund may not recover.

2019 Payroll, Health benefit short \$2,500 - \$3,000

Starting CY 2019, \$21,000 below what we started in CY 2018 \$181,013

Main tourism account ending CY 2018 balance: \$159,577.98

Note: I gave out the wrong figure the correct amount is \$160,772.98. Correct next meeting.

2019 Appropriations Total: \$523,391.00

2019 Grant Credit Balance: \$209,500 with Stellar Grant obligation \$25,000, Bal. \$184,500

Kelly reminded Brigitte the importance of getting meeting material to members before the meeting.

-Bob made a motion that Brigitte establishes an Email address for all commission members who do not currently have one for 2019, 2<sup>nd</sup> by Kelly, vote called 6-0 motion passed.

President wants to discuss appointing a 3 Person Budget Committee and Internal Control Committee near the end of the meeting.

## **Grants:**

Main Street Arts & Music at the Carnegie Gallery, Lacy Willard, Grant amount requested \$8,500. Advertising; 2,500, Renovations; \$6,000.

-Amanda motion to approve \$8,500 Main Street Arts and Music grant. \$2,500 advertising, \$6,000 renovations, 2<sup>nd</sup> by Bob, vote called, 6-0 motion passed.

## **Michael Thompson APRA Request:**

Brigette briefed members on Mr. Thompson 1<sup>st</sup> APRA request dated 7/26/2018 and his 2<sup>nd</sup> request dated 11/21/2018. Commission attorney letter dated January 8, 2018 was distributed to the members.

-1<sup>st</sup> Motion by Kelly to instruct our attorney to send a response to Mr. Thompson his 2<sup>nd</sup> APRA request is not a valid request and also advise him that the Executive Director is working on the revenue reports and will be made available as soon as the retrieval is complete, 2<sup>nd</sup> by Bob, vote called, 6-0 motion passed. Note: This motion was withdrawn later on and replaced by Amanda's motion.

– Amanda motion, Send the requested Innkeepers Tax Revenue reports 2012 through 2017 to our attorney. Have our attorney respond to Mr. Thompson via email with the guidance provided. These revenue reports will be compiled and those documents will be sent to our attorney for review, redaction and then provide to Mr. Thompson. 2<sup>nd</sup> by Bob, vote called, 6-0 motion passed.

## **Executive Director's Report:**

HCED Membership fee: \$2,500

- Amanda motion to approved the 2019 HCED membership fee, \$2,500, 2<sup>nd</sup> by Bob, vote called, 6-0 motion passed.

Greenfield Chamber of Commerce membership fee: Members believe a conflict of interest exists when we have a membership in this organization and then the Chamber request grant funding from the tourism commission.

– Bob motion, commission does not want to consider a membership with the Greenfield Chamber of Commerce, 2<sup>nd</sup> by Kelly, vote called, 6-0 motion passes.

Brigette briefed members on our print advertising, Indiana Tourism Travel Guide with request for information postcard from our county. These cards provide approximately 75 addresses per week requesting information. The local dining guide and our most sought after item, the Festival Guide.

– George motion we accept Brigette's executive report as written, 2<sup>nd</sup> by Amanda, vote called, 6-0 motion passed.

**Motion to Adjourn:**

- Amanda motion to adjourn, 2<sup>nd</sup> by Bob, vote called, 6-0 motion passed 6:51 PM