

Hancock County Tourism Commission

Meeting Minutes | Tuesday, February 12, 2019

1. Call to order – 5:00pm called to order by George Langston
2. Roll Call
 - a. Present: George Langston, Bob Mattsey, Amanda Everidge, Travis McMichaels, Carolyn Flynn. Will Ronan arrived at 5:19pm
 - b. Absent: Kelly McClarnon, Will Ronan (arrived late – moved to present)
 - c. Amanda Everidge left Tourism Commission Meeting at 7:03pm – meeting continued.
3. Nomination of new Secretary –
 - a. Motion: Bob Mattsey made motion to nominate Amanda Everidge as Secretary.
 - b. Second: George Langston second said motion
 - c. Discussion: No further discussion
 - d. Vote: Motion carried by unanimous decision
4. Statement of conflicts of interest
 - a. If you have a conflict of interest, must declare and write on declaration forms. Amanda Everidge requested Conflict of Interest form be available for all Board members to complete.
 - b. George – Reports he is on the Board of Commissioners for the Hancock County Economic Corporation but does not feel that there will be a Conflict of Interest.
 - c. Amanda Everidge – Reports that she is on several Boards/Coalitions that may be coming before the Tourism Commission for grant funding. Amanda will abstain from all discussion when these groups present and will inform the Board when one of these groups presents.
 - d. Bob- presentation from 2 vendors that may do printing work for us. Granddaughter is engaged to one of the presenters' son. There is a relationship existing, but would not present a conflict of interest.
5. Approval of meeting January 2019 meeting minutes
 - a. Motion: Bob Mattsey motioned to approve the January 2019 meeting minutes
 - b. Second: Travis McMichaels second said motion
 - c. Discussion: No discussion or amendments.
 - d. Vote: Motion carried by unanimous decision.
6. Grant Requests
 - a. Greenfield Chamber of Commerce: Presenter Chris Rapp, Hancock County Sheriff's Department representing coalition of community partners – Passport to Hancock County 5k Run/Walk Series

- i. Initial Motion- Bob Mattsey made motion to approve the request for Passport to Hancock County 5k Run/Walk Series in the amount requested for \$6000. Retracted by Bob Mattsey after discussion.
 - ii. **Final Motion:** Bob Mattsey made motion to approve the Passport to Hancock County 5k Run/Walk Series in the amount requested of \$6000, with a change to the grant request by changing the following: monthly newspaper advertising to be used in advertising.
 - iii. Second: Carolynn Flynn second said motion
 - iv. Discussion: initial discussion expressed concerned regarding the amount of advertising allocated to local advertising – Preference is to see it used in external advertising. Requested the presenter evaluate advertising in other communities- other print options, could use Social Media, billboard advertising. Modification to the amount is to be used for “Advertising”.
 - v. Vote: Motion carried Yay: 5 votes, Nay: 0 votes, Abstain: 1 (Amanda Everidge)
- b. Jane Ross Reeves Octagon House: Presented by Virginia Harrell – funding request for advertising for fundraisers
 - i. Motion: Bob Mattsey made motion to approve grant as written in full amount requested of \$6861 for advertising needs.
 - ii. Second: Carolyn Flynn second said motion.
 - iii. Discussion: no concerns noted regarding grant proposal
 - iv. Vote: Motion passed by unanimous decision
- c. Brandywine Community Church: Presented by Shauna Nivens
 - i. Motion: Carolynn Flynn made motion to approve request for Brandywine Community Church in the amount of \$1647.88 – removing the request in the amount of \$1500 designated for t-shirts.
 - ii. Second: Bob Mattsey second said motion.
 - iii. Discussion: Primary Concern – half of asking amount is spent for t-shirts on volunteers. Shirts would be given out a month in advance to be worn as walking advertising; however would primarily be advertising locally and not necessarily a mechanism to bring tourism to Hancock County.
 - iv. Vote: motion carried by unanimous decision

7. Grant Reports

- a. Boy Scouts
 - i. Motion - Bob Mattsey made motion to accept grant report from Boy Scout Troop 233 for grant received in 2018 for Merit Badge University
 - ii. Second: Will Ronan second said motion
 - iii. Discussion – no discussion or amendments needed
 - iv. Vote: Motion carried by unanimous decision
- b. Hancock Flat 50

- i. Motion: Bob Mattsey moved to accept the hancock Flat 50 Grant report for grant money received in 2018 as written with note that they have reserved funding from last year for this year's event in the amount
 - ii. Second: Will Ronan second said motion
 - iii. Discussion: Board pleased to see that the profit amount remaining from the event will be held as seed money for 2019 event.
 - iv. Vote: Motion carried Yay: 5, Nay: 0, Abstain: 1 (Amanda Everidge)
- 8. Visitor Guide Proposals
 - a. Lure Creative Design – Presenter Mike Howren
 - i. Reviewed packet proposal provided
 - ii. Concern – this would be a service contract and would not be able to paid up front. Tourism Commission would require a contract to be reviewed by attorney before decision making, and payment would be after deliverable is received.
 - b. Daily Reporter – Presenter Jane Barton
 - i. Reviewed packet proposal provided
- 9. Executive Directors Report- brief review of report provided by Bridgette
 - a. Motion: Bob Mattsey made motion to accept ED report as written
 - b. Second: Amanda Everidge second said motion
 - c. Discussion: no further discussion or concerns
 - d. Vote: motion carried by unanimous decision
- 10. Financial Training
 - a. Draft policy and procedure manual provided in packet. Reviewed in each onboarding training session for Commission Board members. We have experienced obstacles due to particular policies and procedures and how they are currently written. Currently asking that each member review the packet, make any recommended modifications and will review at next meeting.
 - b. Financial Training – Want to review the process of receiving and dispersing of funds and a storage process in place for paper and electronic documents.
 - i. Office 365 – ability to house documents electronically in separate file folders to keep information separated in an organized fashion.
 - ii. Within the financials folder, we will house electronic documentation. Disbursements and receipts
 - iii. Needed a method to find reports easily that will track funds available through the HCTC. The file will have a summary page that will show revenue, expense and full detail in a fashion that will be easy to find and understand. This will simplify the financial statement. Bob Mattsey provided overview of how the spreadsheet will work.
 - iv. Document created – internal controls – task level how HCTC functions as a Tourism Commission and Visitors Center.

- v. Motion: Bob Mattsey made motion to the online reporting form as primary method of financial reporting moving forward
- vi. Second: George Langston second said motion
- vii. Discussion: reporting format is easy to follow and will help to keep all financial records in one space. Recognition given to Bob Mattsey for the hard work put in to creating this spreadsheet.
- viii. Vote: Motion carried by unanimous decision

c. Treasurer's Report

- i. Tourism Director Account Balance – \$3946.47
- ii. Fairgrounds Account Balance – \$195455.68
- iii. Main Tourism Account Balance – \$223246.24

11. Procedures and Internal Controls

- a. Bridgette's maximum spending limit without Board discussion/vote is currently at \$3000. Advertising opportunities have been missed due to this policy that could have been impactful for Hancock County. Discussed opportunity to put process in place to allow an approval up to \$5000 without full Board approval.
 - i. Motion: Carolyn Flynn made motion that if advertising expense exceeds the \$3000 allowance for ED approval, the Hancock County Tourism Commission Board President or Vice President be permitted to approve the expenditure in an amount up to \$5000.
 - ii. Second: Bob Mattsey second said motion
 - iii. Discussion: none
 - iv. Vote: Motion carried by unanimous decision

12. Lease Agreement: Board President presented information with Lease Agreement and informed Board that an invoice is not required monthly/quarterly prior to payment as previously understood. Lease agreement is sufficient documentation to allow payments to be made, but must have a motion to allow this as operating procedure.

- a. Motion: Carolyn Flynn made motion to eliminate the requirement of having an invoice to pay on lease agreement, and allow that the contract be sufficient for payment.
- b. Second: Bob Mattsey second said motion
- c. Discussion: no further discussion
- d. Vote: motion carried by unanimous decision

13. Internal Control document –Bob Mattsey created Internal Control Document that shows task level documentation on functioning processes of Tourism Commission. Will finish document and send out via email once available.

14. Amanda Everidge excused herself from Board meeting at 7:03pm due to another Board obligation. George Langston to assume role of Secretary for remainder of the meeting.

15. Form Budget Committee – Bob Mattsey will be on due to role as Treasurer. George Langston offered to remain on committee as he served on this committee in 2018. Third participant will be Travis McMichael. Will coordinate meeting via email.

16. Adjournment

- a. Motion: Carolyn Flynn made motion to adjourn meeting

- b. Second: Bob Mattsey second said motion
- c. Discussion: No discuss
- d. Vote: motion carried by unanimous decision

Members: Amanda Everidge, Carolyn Flynn, George Langston, Bob Mattsey, Kelly McClarnon, Travis McMichael, Will Ronan