

## Hancock County Tourism Commission

Meeting Minutes | Tuesday, March 12, 2019

1. Call to order – 5:00pm called to order by George Langston
2. Roll Call
  - a. Present: George Langston, Bob Mattsey, Travis McMichael, Carolyn Flynn
  - b. Absent: Kelly McClarnon, Will Ronan
3. Approval of meeting February 2019 meeting minutes
  - a. George Langston had a correction or addendum to the February 2019 minutes regarding Conflicts of Interest. It is being attached to the March 2019 minutes due to the length of the wording.
  - b. A motion was made by Bob Mattsey to approve the February 2019 meeting minutes with the addition of the requested change shared by George Langston
  - c. Second: Carolyn Flynn second said motion
  - d. Discussion: No discussion or amendments.
  - e. Vote: Motion carried by unanimous decision.
4. HCVB 2018 Final Grant Report – Sarah Wolfe
  - a. Sarah Wolfe representing the HCVB presented the Grant Report with receipts to document the expenditures made with money awarded in 2018k to support Operations. The Grant was for approximately \$55,000 and the receipts supporting operations for 2018 exceeded \$80,000. There was discussion about some of the receipts may have already been reported in the first six months of 2018 and now being reported again. There was also discussion regarding utility receipts and the check for payment not agreeing.
  - b. Bob Mattsey made motion to table the submission of the HCVB report to allow the HCVB to review all receipts for accuracy and return later.
  - c. Second: Carolyn Flynn second said motion
  - d. Discussion: No discussion or amendments
  - e. Vote: Motion carried by unanimous decision
5. Grant Submissions
  - a. Riley Home – Advertising – Stacey Poe
    - a. Stacey Poe presented plans to utilize Grant money to advertise for the Riley Home and Museum. Various methods will be used to advertise including a billboard on I70 East bound just before the Greenfield exit.
    - b. Motion – Carolyn Flynn made a motion to approve the Grant in the amount of \$5,320.
    - c. Second: Bob Mattsey second said motion
    - d. Discussion – no discussion or amendments.
    - e. Vote: Motion carried by unanimous decision

- b. Meals on Wheels – Boots and Bourbon Advertisement – Julie Lucas
    - a. Julie Lucas presented the plans for the annual Boots and Bourbon event and the need for funds to support advertising the event. This is a fund-raising event to support the Meals on Wheels program for the county.
    - b. Motion: Bob Mattsey moved to approve the Grant in the amount of \$3,500.
    - c. Second: Carolyn Flynn second said motion
    - d. Discussion: Carolyn ask a question about when the advertising would begin and Julie Lucas provided a response.
    - e. Vote: Motion carried by unanimous decision
  - c. Stillinger Funeral Home/Hancock County Color Guard – The Wall That Heals Advertisement and Misc – Alexis Loyd
    - a. Alexis Loyd presented the plans to bring the Mobile Vietnam Wall Memorial to Hancock County in July 2019. This was a very emotional presentation with a lot of discussion by the Commission, Alexis Loyd, and Kurt Veters (Local American Legion Post 119).
    - b. The concern for the Commission is the amount of the request, which is \$62,000. Bob Mattsey pointed out that this amount would be over 30% of our remaining Grant funds for the year.
    - c. There was a great deal of discussion about reaching out to organizations and businesses in the County and give them the opportunity to show how much gratitude they have for every name on that Wall and for all our Veterans in the County.
    - d. Bob Mattsey suggested that we consider granting a smaller amount, but still a substantial offering to help fund this event.
    - e. Motion: Carolyn Flynn made a motion to provide \$31,000 and if the event gets close and there is still a need for additional funding they could come back with another request.
    - f. Motion: Carolyn Flynn made a motion to grant half of the requested amount \$31,000 if no dollars are used for T-Shirts and the advertising is focused outside of the county.
    - g. Second: Bob Mattsey second said motion.
    - h. Discussion – no discussion or amendments.
    - i. Vote: Motion carried by unanimous decision.
6. Grant Update
- a. Riley Old Home Society – Update on Lizabeth Ann’s Kitchen Project – David Crider
    - a. David Crider wanted to show the progress being made with the grant money awarded in 2018.
    - b. Pictures of the construction getting started were presented.
    - c. David Crider took the opportunity to thank the Commission for their help and the funding.
7. Visitor Guided Proposal Update – Lure or Daily Reporter

- a. The Commission discussed both proposals from our previous months meeting and decided to move forward by selecting Lure to develop and create our new advertising literature. If the Commission votes to approve this decision today Lure will be contacted immediately to begin the contracting phase working with our attorney.
  - b. Motion: Bob Mattsey made motion to accept the Lure proposal
  - c. Second: Travis McMichael second said motion
  - d. Discussion: no further discussion or amendments
  - e. Vote: motion carried by unanimous decision
8. Treasurer's Report – Bob Mattsey
  - a. Bob Mattsey reviewed the financials with the Commission sharing current bank account status, deposits, expenditures and bank statement balancing procedures recently adopted.
  - b. Bob Mattsey proposed closing the Executive Director checking account, move the remaining balance to the HCTC Primary checking account and acquire a debit card to be used by the Executive Director.
  - c. Motion: Carolyn Flynn made motion to approve the closing of the Executive Director checking account and acquire a debit card for the Director to utilize.
  - d. Second: Travis McMichael second said motion
  - e. Discussion: no further discussion or amendments
  - f. Vote: motion carried by unanimous decision
9. Internal Controls and Policies and Procedures – Bob Mattsey
  - a. Bob Mattsey ask the Commission to approve this Draft document allowing it to be a "living document" going forward. If any daily task changes are needed, they will be completed and the Commission will be made aware, but will not be required to approve additions, deletions or modifications.
  - b. Motion: Carolyn Flynn made motion to approve the HCTC Policy and Procedures Manual and the HCTC Internal Controls Manual.
  - c. Second: Travis McMichael second said motion
  - d. Discussion: no further discussion or amendments
  - e. Vote: motion carried by unanimous decision
10. Policies and Procedures – Bob Mattsey
  - a. Agenda items 9 and 10 were discussed and voted on together
11. Executive Director's Report – Brigitte Jones
  - a. Brigitte Jones shared information about the Media Market Place event. The HCTC pop up display will be used, and advertising items will be given away.
  - b. She reported a new cell phone is being purchased for her role as Executive Director
  - c. Shared information about a couple recent print ads recently placed and talked about some of the radio spots she will be doing. One of those spots will be a story on the upcoming anniversary of the Octagon house.

- d. Bob Mattsey shared information about the HCTC SharePoint website he has been working on that will be a cloud storage solution going forward. It will make all documents related to the conduct of HCTC business available for the Commission members to view from anywhere they have internet access. And moving forward it can also be made available to support a public information request by giving the requestor READONLY access to a file(s) or folder(s). They can view online or print if so desired. More information on this solution will be available soon.

## 12. Adjournment

- a. Motion: Bob Mattsey made motion to adjourn meeting
- b. Second: Carolyn Flynn second said motion
- c. Discussion: no further discussion or amendments
- d. Vote: motion carried by unanimous decision

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

Public Notice: If you are seeking more detailed information regarding a monthly meeting of the Hancock County Tourism Commission streaming video recordings are available for viewing at this website:

<https://greenfieldin.org/>