

**Hancock County Tourism
Executive Director's Report
January 9, 2018**

1. **Annual Report
2. **HEDC bill needs to be paid for membership.
3. **ITA Membership needs to be paid.
4. Stephanie Nicole with Travel IN Magazine.

1. Attended HEDC meeting at Greenfield Chamber.
2. Correspondence about grants and grant reports.
3. Festival Guides and Travel Guides delivered.
4. Attended the Fortville Entrepreneurial meeting.
5. Prepared Deposits and signed for County checks.
6. Spoke with Crosspointe Studios in regards to the website development, and corresponded with Kevin Harvey attorney regarding the website contract.
7. Worked with Travel Indiana regarding Staycation ad.
8. Talked with Andy Wilkins at the Daily Reporter regarding the old website and billing.
9. Edited photos and posted to Facebook and photo database.
10. Met with Earl, Brandy and Kelly regarding HCTC business.
11. Packed up old Travel and Festival guides and took them to recycling.
12. Corresponded to Noelle Steele of Daily Reporter regarding financial question.
13. Worked on developing annual report to Commissioners.
14. Sent Daily Reporter a list of HCTC meetings for 2018.
15. Spoke with Universal Associates about a map ad.
16. Spoke with Lure Creations regarding a Tourist Guide.
17. Responded to phone calls and emails and walk-ins – general customer service.
18. Updated Facebook.
19. Restocked outside kiosk and inside brochure racks.
20. Picked up outside trash, dusted and vacuumed, took out inside trash.