

# Hancock County Tourism Commission Meeting

December 11, 2018, 5:00p.m.

City Hall, Greenfield, Indiana

## **Board Members Present:**

Earl Smith, Board Member

George Langston, Board Member

Rosalee Richardson, Vice President

Kelly McClarnon, Treasurer

Shirley Matlock, Secretary

Amanda Everidge

## **Board Members Absent:**

Brandi Zimmer, President

The regular meeting of the Hancock County Tourism Commission was called to order on Tuesday, December 11, 2018, at 5:00 p.m.

Roll was called by Shirley. Brandi was absent. A quorum was present. Rosalee, as Vice President, presided over meeting.

## **Approval of August Minutes:**

Motion by Earl to accept and approve October minutes. 2<sup>nd</sup> by Kelly. Motion passed.

George made note that it was determined the HCTC operates on a cash basis and the year end is December 31.

## **Kelly McClarnon, Treasurer's Report:**

Kelly reported that Daniel Blackburn of Star Bank has been contacted regarding recurring charges that were higher than expected and that there are other account options with lower charges. She will be presenting a report to Kelly to suggest other options for the HCTC.

He also reported that Brigitte is not able to quickly respond to bills and that a credit card with a \$5,000.00 account limit should be available to her for this through Star Bank. There is a Commissioner's meeting on December 18<sup>th</sup> where this can be presented.

Kelly motioned that a credit card for the the Executive Director be established with a \$5,000.00 maximum through Star Bank and that money in the Executive Director's checking account be moved to

the regular tourism account; as well as, George be allowed to present this to the next available Commissioner's meeting. George 2<sup>nd</sup>. All approved. Motion passed.

Treasurer's Report presented.

Account	Date	Balance
Tourism	12/11/2018	\$187,511.01
Fairgrounds	12/11/2018	\$269,056.16
Executive Director	12/11/2018	\$395.82

Money is still at PNC in Executive Director's account waiting for movement by Danielle.

PNC is still showing charges on fairgrounds account – Kelly will check into why.

Shirley moved to accept Treasurer's Report. Amanda 2<sup>nd</sup>. All approved. Motion passed.

Brigette will move the Google expenses to the Star Financial debit card and then to a credit card, when available.

Executive Director's Expense Report presented. Shirley moved to accept the Executive Director's Expense Report. Kelly 2<sup>nd</sup>. All approved. Motion passed.

### **WXVX Advertising Request**

Penny Lane presented radio advertising options during basketball games, as well as other holiday and suggestions of other packages.

Shirley moved we purchase "The Game Winning Package" at \$275.00, per month, which would run December 2018 through March 2019. Amanda 2<sup>nd</sup>. All approved. Motion passed.

### **Executive Director Evaluation**

Received and being compiled by committee.

### **HCVB Rental Contract Update**

Lease presented from HCVB. George moved we accept the Lease Agreement with the addition of language indicating an invoice be sent to the HCTC for payments. Earl 2<sup>nd</sup>. All approved. Motion passed.

### **Michael Thompson Records Request**

Brigette is waiting to hear from Kevin Harvey, attorney on how to proceed with providing information.

### **Grant Report**

40&8 – Report presented. They will be returning \$353.62 that was not used. Kelly moved to accept the report. Amanda 2<sup>nd</sup>. All approved. Motion passed.

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

Report presented by Brigitte.

## **Additional Discussion**

The need for a database of spaces available and particulars in the county be established – it is being worked on by George.

Amanda suggested having the Grant Report (.pdf) available on our website – Brigitte working with Brian to get done.

George found \$3,000.00 in postage account that we did not need to use and it will be used to pay the Hospital Foundation the \$3,000.00 it allowed the HCTC to use in September. Check will be written tonight. This will clear that debt in full before the end of 2018.

HCTC members that will whose terms are up at the end of 2018 (Earl, Rosalee, Brandi, Shirley) were presented by Brigitte to the Commissioners for consideration. Earl mentioned, and at was discussed, that we are becoming more cohesive as we move forward and that he hoped that those who would like to remain on the Board would be reappointed.

## **Adjournment**

Amanda motioned to adjourn. Earl 2<sup>nd</sup>. All approved.

Next meeting December 11, 2018.

Meeting adjourned 6:05 pm.

Shirley Matlock, Secretary