

Hancock County Tourism Commission

Meeting Minutes | Tuesday, July 9, 2019

1. Call to order – 5:00pm called to order by George Langston
2. Roll Call
 - a. Present: George Langston, Bob Mattsey, Travis McMichael, Amanda Everidge, Carolyn Flynn, John Goss.
 - b. Absent: Kelly McClarnon
3. Approval of meeting June 2019 meeting minutes
 - a. **Motion:** Bob Mattsey made motion to approve the June 2019 meeting minutes as presented
 - b. **Second:** Travis McMichael second said motion
 - c. **Discussion:** No discussion or amendments
 - d. **Vote:** Motion carried by unanimous decision
4. Josh Phares – Invitation to Tour Fairground Facilities
 - a. Thanked for being a sponsor the 2019 Hancock County Fair
 - b. Extend invitation to tour facility to help prepare in planning for how to extend tourism opportunities. Bring awareness of facilities, needs, and opportunities.
 - c. Website: Yourhancockfairgrounds.com
 - d. Will determine work session at later date to be held at the County Fairground property
5. Grant Requests
 - a. Hancock County Arts Commission: Presenter Katie Ottinger/Carol Barrett. Requesting funding to hold 6 event workshops in the amount of \$2,074.
 1. **Motion:** Bob Mattsey motion to approve the grant request in full amount of \$2,074.
 2. **Second:** Travis McMichael second said motion
 3. **Discussion:** No discussion
 4. **Vote:** Motion carried by unanimous decision
 - b. Cumberland Arts: Presenter Sarah Bowers, requesting funding for advertising in the amount of \$1,815.
 1. **Motion:** Carolyn Flynn made motion to approve request in full amount of \$1,815
 2. **Second:** Bob Mattsey second said motion
 3. **Discussion:** no discussion or amendments
 4. **Vote:** Motion carried by unanimous decision
6. Grant Report
 - a. Hancock County Historical Society: Report provided in the packet.
 - i. **Motion:** Bob Mattsey made motion to accept grant report provide by Hancock County Historical Society regarding the installation of the dehumidifier.
 - ii. **Second:** Craolyn Flynn second said motion
 - iii. **Discussion:** no further discussion or amendments

iv. **Vote:** Motion carried by unanimous decision

7. Treasurer's Report

- a. Bob Mattsey reviewed financial report with the Commission sharing current bank account status, deposits, and expenditures, and SBOA request for written documentation showing that the financial report has been reviewed and approved with physical signature from each board member.
 - i. Reviewed contingency made in the June meeting regarding the contingency about the Fairgrounds funding/splitting of funds. On July 1 – presented proposal to County Council at monthly budget meeting, County Commissioners not present at this meeting. Approved the budget plan presented to combine the two accounts. July 16 will attend Commissioners meeting to request approval of the same proposal. State Board of Accounts update: upon auditing discussed second checking account – suggested we close that account and merge the two together; gave until Noon 7/9/19 to combine the three accounts into one account – Bob Mattsey took action necessary to combine all three accounts. Provided requested documentation to SBOA to meet requirements satisfactorily. Discussed plan with attorney Kevin Harvey – received a recommended resolution for County Council and County Commissioners to adopt, allowing us to resolve the combination of accounts and pay the requested and approved funding to the Fairgrounds.
 - ii. **Motion:** Amanda Everidge made motion to approve the treasurer's report as presented.
 - iii. **Second:** Carolyn Flynn second said motion
 - iv. **Discussion:** no discussion or amendments
 - v. **Vote:** Motion carried by unanimous decision

8. Executive Director Report

- a. Report provided in packet for review. Reviewed Tourism Day at the Fair, Truly 360, and Regional Advertising in depth.
 - i. **Motion:** Carolyn Flynn made motion to approve the Director's Report as written
 - ii. **Second:** John Goss second said motion
 - iii. **Discussion:** No further discussion or amendments
 - iv. **Vote:** Motion carried by unanimous decision

9. Administrative Housekeeping

- a. Tourism documentation – re: public records – office 365 offers a document repository for team share environment – will set up for all Board members so that the domain will be supported by Microsoft – Will have a share point portal to allow document storage online where all official documents will be stored (accessible to all Board members). Three laptops within Tourism Commission are being backed up within the Microsoft portal.
- b. Authorization for signing checks

- i. **Motion:** Bob Mattsey made motion to add third office of Tourism Commission for signature authority on financial matters, recommending Amanda Everidge as such signer.
 - ii. **Second:** John Goss second said motion
 - iii. **Discussion:** No further discussion
 - iv. **Vote:** motion carried by unanimous decision
 - c. Work Session needed to finalize planning for Truly 360 event
 - i. **Motion:** Bob Mattsey made motion hold a public work session to discuss Truly 360 on Friday July 12 at 10:00am at the Hancock County Fairgrounds
 - ii. **Second:** Carolyn Flynn second said motion
 - iii. **Discussion:** No further discussion
 - iv. **Vote:** motion carried by unanimous decision
10. Adjournment
 - a. **Motion:** Bob Mattsey made motion to adjourn meeting
 - b. **Second:** Carolyn Flynn second said motion
 - c. **Discussion:** No further discussion
 - d. **Vote:** motion carried by unanimous decision

Members: Amanda Everidge, Carolyn Flynn, George Langston, Bob Mattsey, Kelly McClarnon, Travis McMichael, John Goss

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

<https://greenfieldin.org/>