

Hancock County Tourism Commission

Meeting Minutes | Tuesday, May 14, 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 McMichael, Carolyn Flynn, John Goss, Kelly McClarnon. Will Ronan no longer serving on Tourism Commisison.
  - b. Absent: No Absent
  - c. 6:58pm – Kelly McClarnon excused himself from meeting. Not present for Executive Director Report approval or adjournment
3. Introduction of New Board Member – John Goss
4. Election of Vice President
  - a. **Motion:** Bob Mattsey made motion to approve nomination and appointment of Travis McMichael to Vice President seat
  - b. **Second:** Kelly McClarnon second said motion
  - c. **Discussion:** No discussion or amendments
  - d. **Vote:** Motion carried by unanimous decision
5. Approval of meeting January 2019 meeting minutes
  - a. **Motion:** Bob Mattsey made motion to approve the March 2019 meeting minutes as presented
  - b. **Second:** Carolyn Flynn second said motion
  - c. **Discussion:** No discussion or amendments
  - d. **Vote:** Motion carried by unanimous decision
6. Brian Brees with Patriot Insurance
  - a. Packet Provided – Reviewed additions, premium, and renewal dates of both policies, answered questions about policy from Board members.
7. Grant Reports/Requests
  - a. Kids Play: Presenter Nannie Aldredge. Provided 2018 Grant Report to Board
    1. **Motion:** Bob Mattsey motion to accept 2018 Grant report as presented
    2. **Second:** Kelly McClarnon second said motion
    3. **Discussion:** No discussion
    4. **Vote:** Motion carried by unanimous decision
  - b. Kids Play: Presenter Nannie Aldredge – 2019 Rental for the Dungeon, storage, 2 shows at Ricks Theatre and 4H building rental in the amount of \$3600
    1. **Motion:** Kelly McClarnon approve request in the amount of \$3600.
    2. **Second:** Bob Mattsey second said motion
    3. **Discussion:** Amount requested in grant requested didn't match budget provided. Amount requested changed from \$3750 to \$3600.
    4. **Vote:** Motion carried with vote: Yay: 6, Nay: 1

- c. Fortville in Action: Presenter Ronnie Williams Brawner – 2019 Marketing assistance for two signature events in the amount of \$9065
    - i. **Motion:** Carolyn Flynn motion to approve grant request in the amount of \$7000
    - ii. **Second:** John Goss second said motion
    - iii. **Discussion:** Sanitation was removed from the grant request per request of Carolyn Flynn. Removal of sanitation was \$1965. Carolyn’s motion was for \$7000 regardless.
    - iv. **Vote:** Motion carried by unanimous decision
  - d. Town of Cumberland: Presenter Renee Garard – Advertising and Fireworks for July 4 festival and Street Banners and Advertising in the amount of \$7743. Unable to move forward in request as Town of Cumberland is not a not-for-profit corporation. Grant request not heard.
  - e. 40 & 8 : Presented by Dennis Dunn and Stacey – 2019 Event Advertising in the amount of \$2880
    - i. **Motion:** Carolyn Flynn made motion to approve request in the full amount of \$2880
    - ii. **Second:** Bob Mattsey second said motion
    - iii. **Discussion:** Discussion held regarding funding the t-shirt request. Primary difference is that the shirt is not just to be worn by volunteers the day of event and will be given to sponsors.
    - iv. **Vote:** Motion carried by unanimous decision
8. Treasurer’s Report
- a. Bob Mattsey reviewed financials with the Commission sharing current bank account status, deposits, and expenditures. Interviewed by State Board of Accounts Auditor 5/13/19. Legislative changes prompted review.
  - b. New: HCTC General Ledger – to show checks written in numerical order of the check with outcome of that check. Auditor request: General Ledger reviewed, approved, and signed by Treasurer and Board President. Will bring and have signed monthly on rolling report to show approval of Treasurer Report.
    - i. **Motion:** Bob Mattsey made motion to approve the treasurer’s report as presented.
    - ii. **Second:** Carolyn Flynn second said motion
    - iii. **Discussion:** Much discussion about treasurers report format
    - iv. **Vote:** Motion carried by unanimous decision
  - c. Budget reviewed by Treasurer
    - i. **Motion:** Bob Mattsey made motion to approve the 2020 Budget in the total of \$505,521 with the caveat that errors and omissions may be corrected by the treasurer at the request of the County Commissioners and will notify Tourism Commission Board via email.
    - ii. **Second:** John Goss second said motion
    - iii. **Discussion:** Much discussion about budgeting, expenses and revenue
    - iv. **Vote:** Motion carried by unanimous decision

9. Executive Director Report

- a. Brigitte Jones – ordering business cards by the Tourism Commission. Shared information on marketing publications.
- b. Work session:
  - i. **Motion:** Travis made motion to approve the Director’s Report as presented
  - ii. **Second:** Carolyn Flynn second said motion
  - iii. **Discussion:** No further discussion or amendments
- c. **Vote:** Motion carried by unanimous decision Travis motion – Carolyn Second. Reviewed Truly 360 contract and benefits. Work session for Friday - May 24 @ 11am.
  - i. **Motion:** Bob Mattsey made motion to approve the Director’s Report as presented
  - ii. **Second:** Carolyn Flynn second said motion
  - iii. **Discussion:** No further discussion or amendments
  - iv. **Vote:** Motion carried by unanimous decision

10. Adjournment

- a. **Motion:** Bob Mattsey made motion to adjourn meeting
- b. **Second:** Travis McMichael 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/>