

Hancock County Tourism Commission Work Session

July 23, 2018, 2pm

Visitor Center, Greenfield, Indiana

Board Members Present:

Brandi Zimmer, President

Earl Smith, Board Member

Rosalee Richardson, Vice President

Amanda Everidge Board Member

George Langston, Board Member

Kelly McClarnon, Treasurer

Shirley Matlock, Secretary

The work session of the Hancock County Tourism Commission was called to order on Monday, July 23, 2018, at 2:15 p.m.

Roll was called by Shirley. All members present within 15 minutes of meeting commencement.

GRANT FORMS AND GRANT REPORT FORMS

- Brigitte presented the Grant Form with suggested edits from last Commission Meeting. She also added questions about how hotels are being engaged, how they can track outside tourism, a question asking the total amount they are requesting, and what the project needs are with a total budget. There is a final page with a checklist for flow of the form through their Grant Report for accountability.
- The new Grant Report was presented with very specific requirements of what needs to be reported, as well as copies of all receipts.
- Amanda suggested an immediate follow-up email with the current logo to ensure there is not any question on the right one being used.
- Shirley suggested using a hyperlink in the form to direct them to the Grant Report so applicants are very aware of what will be required if a grant is approved.
- Brigitte would like all requests completed digitally. Discussion about concern of persons not having access to the internet being unable to do this. She will be adding a notation "All requests and supporting documents must turned along with Grant Request at time of submission or it not be considered." and remove "If you choose to bring any pamphlets or other materials to the Board Meeting" .
- Revisions will be made and she will bring to the next Board meeting.

BUDGET AND FUTURE FUNDING

- George reconciled bank balance, taking out outstanding checks from June and July, bringing total to \$83,538.50. Our total outstanding obligated debts total \$80,252.06. Leaving \$3,286.44. He also reported checks and deposits provided in reports submitted.
- George submitted a list of concerns and has been submitted as "Bookkeeper's List of Concerns"
- George read the list of concerns/suggestions.
 - 1-read
 - 2-read
 - 3-read
 - 4-read.
 - 5-read
 - 6-read Suggested one year innkeeper's tax revenue saved back as cash flow
 - 7-read
 - 8-read. George should have access. George has not directly asked anyone to go with him to the bank.
 - 9-read George has set up a contractual data base to show what money needs to be encumbered for payment. He has a this available on his personal computer.
 - 10-read
 - 11-read ó We owe Brigitte \$227.06 and need to establish this account right away.
 - 12-read Majority of board members unable to commit to this.
 - 13-read
 - 14-read
 - 15-read

Discussion over why we are "running out of money" was had with review of submitted forms from George. Items discussed more detailed tracking of accounts, operating of calendar year versus a fiscal year-we have to operate on a calendar year, prior year checks being cashed the next year.

We also have a number of checks outstanding from over 30 days. Kelly asked for suggestions on getting monies distributed quicker. Shirley suggested that that checks will be written at the Board Meeting when awarded with a letter (that can have grant information written in) as receipt and include language that the check must be deposited within 14 business days. This should also be added into the Grant Request Form information.

George also wanted to be able to deposit checks in the event Brigitte wasn't there. George indicated that he would accept the Treasurer position only if everything was turned over to the county.

Brigitte is turning people away from applying for 2018 grants. Discussion of where we might find monies that could be moved to grant accounts ó anything marked in "gold" could be

considered. George suggested we make sure we do not spend all monies to have a cushion for unexpected expenses. Rosalee suggested telling applicants to make sure they contact other organizations for grants/donations. Discussion and agreement was made that we look at the grant requests and then let them know that we may not have that entire amount or we consider setting a maximum grant request amount. George will compile a dollar amount we should be able to use for grants still in 2018. Brigitte will take grant requests with the acknowledgement that they will be contacted if they should be present at a Commission Board meeting or not. Any requests for 2019 grants should come in January. Brandi will make decision at the time she is doing agenda whom should come to the meeting.

George reported that there has not been any response to communications with regards to the postal machine. Discussion that there should be some more time given before cancelling contract. We have information requests sitting in the office since January. No mailing to be sent outside of the country, except to Canada, was suggested.

George has a receipt book for anyone returning unused grant monies. He also indicated he cannot accept money for the Riley Days event. There was also a procedural error during the meeting last week where there should have been a motion made to have Brigitte sign the Gary West contract and should have been.

DIRECTION OF THE TOURISM OFFICE AND BRIGETTE'S DUTIES

George had example of a county employee evaluation form. We need to have a Work Session to create an evaluation form for Brigitte. Meeting scheduled at 3pm, August 13, 2018. An Executive Session will need to be scheduled for the actual evaluation.

NEW BUSINESS AND CONCERNS

George indicated that Brigitte is not considered a department head, per the county, and is turning time sheets in that are not correct. Needs to be confirmed.

George indicated that he volunteers 5-8 hours a day and wants a designated parking spot to avoid parking tickets. He can park behind the building, but indicated he cannot walk in the winter weather. Joanie Fitzwater from the Planning Commission has said that volunteers are required to walk. He has called the Mayor and Board of Commissions about this.

Shirly motioned to adjourn. Seconded by Kelly. All approved.

Meeting adjourned 4pm.