

# Hancock County Tourism Commission Meeting

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

City Hall, Greenfield, Indiana

## **Board Members Present:**

Brandi Zimmer, President  
Earl Smith, Board Member  
Amanda Everidge Board Member  
George Langston, Board Member  
Shirley Matlock, Secretary

## **Board Members Absent:**

Rosalee Richardson, Vice President  
Kelly McClarnon, Treasurer

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

Roll was called by Shirley. Rosalee and Kelly were absent. A quorum was present.

## **Approval of August Minutes:**

Motion by George to accept and approve July minutes with corrections/additions as follows in the section headlined "Discuss appropriating unspent money from previous year:"

\*Changing "City" to "County"

\*Adding "George read that encumbrance of unused funds was not allowed per the Auditor's Manual Ch 8, Sec U, pages 8-16."

\*Clarification of last paragraph "Kelly noted that with all the concerns being raised, he never received any questions or concerns from County Council discussions. All questions or concerns regarding HCTC financial business should be directed to Kelly or the acting Treasurer."

2<sup>nd</sup> by Amanda. Motion passed.

## **Kelly McClarnon, Treasurer's Report: (not available)**

Account	Date	Balance
Tourism		
Fairgrounds		

### **Treasurer's Expense Report:**

Brigette presented.

Earl moved to accept the Treasurer's Expense Report. 2<sup>nd</sup> by Amanda. All approved.

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

Brigette presented.

Shirley moved to accept the Executive Director's Report. Earl 2<sup>nd</sup>. All approved.

### **Bank Update:**

George:

\*He will be getting with Kelly to move Fairgrounds Account.

\*SBOA had concerns regarding checking account. George suggested we get the Executive Director a credit card rather than a debit card for expenditures to make it easier to track expenses. He has an application for a credit card that could be set up with a limit. George requested an application be completed that he can take to the Board of Commissioners, who has to approve all credit cards. Note: all cashback awards on credit cards would be put back into the account and no "points" may be used for travel/purchase, etc. The Board of Commissioners is the governing body of the HCTC and why they have to approve.

Discussion regarding the reason why it would be better to have credit card versus checking (debit) account was had between the Board and Executive Director. Brigette currently has a debit card on the Executive Director's account. George indicated that other departments under the Board of Commissioners have credit cards. It was requested that George get more information regarding options of debit and credit cards, as well as the internal accounting trail, for next meeting and table any further discussion at this meeting.

### **Grant:**

#### **Special note for funding of grant requested by Boy Scouts:**

Brigette reported that, per George, there is \$.63 in the Grant account. The Bike Trails has an outstanding \$12,000 grant that has not been used at this time and the Boy Scouts are requesting a \$3,000 grant. She and Brandi are looking to see if we can hold back \$3,000 from the Bike Trail. They will consider this at their October meeting.

Amanda is in charge of the event and has asked the Hospital Foundation to short the request with \$9,000 due in January and \$3,000 later. She also confirmed that the full \$12,000 will be needed for the Bike Trail to cover invoice still coming in, but the Hospital Foundation will cover the \$3,000 so we can short the payment. This will not require an encumbrance as we will use 2019 monies to complete grant.

Boy Scouts of America, Troop 233, requested \$3,000 grant for purchase of T-shirts and badges for the November 3, 2018, Central Indiana Merit Badge University.

Earl moved we approve the request by the Boy Scouts. Shirley 2<sup>nd</sup>. All approved.

### **Grant Reports:**

*Fortville Action, Inc.:* Lacey Willard presented the Grant Report including statistics, photographs, receipts and other information completing their required post event report.

*Presbyterian Church Strawberry Festival:* A representative was not available to present the report from the church, but the report on use of grant funds was provided.

### **Rental Agreement Contract Update**

Sara Wolf emailed Brandi at 2:30 today. The HCVB will provide a receipt for payment. The HCVB does not waive its right to collect a late fee on payment not received on a timely basis. Rent to be mailed to our post office box. She has asked for a copy of our attorney's contract template. Without a contract, we have to table until October meeting.

In order to comply with SBOA requirements we need to have either an invoice or receipt to release payment. This has been an issue lately and we need to make sure it is done. Brigitte had a check that sat in her office for several days for pick-up and Sara wanted it mailed, but we did not have a receipt, nor an invoice for it.

Earl motioned that we have language included "HCVB invoice us on a quarterly basis to be due the beginning of each quarter." 2<sup>nd</sup> by Amanda. All approved.

Earl motioned we pay the final three months rent for 2018 in one lump payment, pending invoice. 2<sup>nd</sup> by George. All approved.

Shirley moved that we have added to 2019 Lease "Snow removal prior to opening and during posted business hours is to be taken care of by the HCVB or they will receive an invoice for costs to have completed." 2<sup>nd</sup> by Amanda. All approved.

### **Executive Director Review Forms:**

Shirley presented an Executive Director Performance Review form and an Executive Director Evaluation Presentation form for consideration created at the Committee Meeting with her and Brandi.

The Executive Director would be providing a report of the year to date accomplishments and a report of goals for the upcoming year. The Executive Director would meet with the HCTC in an Executive Session and present her reports and leave the session for the board to complete the review forms. After the board has completed their forms and needed discussion, the President and Secretary would compile the Presentation form with average totals. The President would then set a time to meet with the Executive Director for completion of the review.

Amanda motioned we accept the Executive Director Performance Review form and an Executive Director Evaluation Presentation forms with the addition of "Executive Committee Worksheet" on the form being used by the Board for review. 2<sup>nd</sup> by Earl. All approved.

### **Volunteer Description**

Shirley presented a "Volunteer/Intern Guidelines" form for consideration that came out of the meeting with Brandi to have an agreement that would be signed by the volunteer/intern and Executive Director to ensure understanding of the basic rules/expectations while committed to the Visitors Center.

Earl motioned the "Volunteer/Intern Guidelines" be approved with the addition of "Background checks on volunteers will be at the discretion of the Executive Director. All interns will be subject to a background check." 2<sup>nd</sup> by Amanda. All approved.

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

#### *Katie Stam-Irk Video:*

Brigette played the video which is live now and will be promoted by the Indiana Department of Tourism by mid-September. Brigette said both Tuttle's Orchard and Lark Ranch were great to work with.

Along with this, the IN Dept of Tourism will be promoting the "Top Pick" ad for the "Thrills & Chills" event during Riley Days.

#### *Riley Showcase Updates:*

Bridgette played the radio ad recorded by Sammy Terry and WSVX that will be coming out mid-September talking about "Thrills & Chills" Gary WSVX will also be working with Gary West to do a recording as well. Brigette shared a print of the digital ad they will be using, as well.

Tickets need to be made. Brigette explained that we could use Eventbrite for persons to purchase tickets to the Gary West event. There would be a \$.95 fee, but that can be worked to pass the cost on to the purchaser. All tickets will be general admission. No VIP. All credit card ticket purchases would be directed to Eventbrite. Amanda made a motion to use Eventbrite for the Gary West event if the cost is built in to what the purchaser pays. George 2<sup>nd</sup>. Earl abstained. All others approved. Motion passes.

Brigette brought up the fact that there may need to be a rider for George to be able to handle monies for the event tickets. Brigette is the only person covered by county being a county employee. Earl indicated that our insurance should already cover Hancock County Tourism Commission. Brigette read what Brian from our insurance on page 10 of our policy which covers the Board. Discussion concluded with all board members are able to assist with monies being handled.

Still a few things to finish up advertising and parking issues/needs taken care of.

*Discover Book Pages:*

This will be delayed billed into 2019. This is our "visitor's guide." A printout was provided to look out. Earl asked when we approved it, because it had been discussed we were not going to do again. Brigitte has \$3,000 discretionary spending on advertising.

Brigitte expressed her concern in being able to produce a "Visitor's Guide" and being able to set-up a volunteer program. Discussion followed regarding her worries regarding time involvement and she was encouraged to look at compiling a list of things she may be able to have a volunteer help do and maybe include in her goals for 2019.

*Approval to Redesign Minutes Section on website:*

Brigitte provided a quote from Crosspointe for the redesign of this section. It will cost \$300 and take approximately one week to get set up and ready for items to be loaded. Amanda made a motion to approve the \$300 payment. Earl 2<sup>nd</sup>. All approved.

*Update on Michael Thompson request:*

Brigitte presented a letter from our attorney to be sent to Michael Thompson addressing his request and our denying the request. The City Attorney contacted Kevin after the Daily Reporter article regarding this request was published. Information Brigitte obtained from Accelerated Indiana Municipalities regarding records requests saying there had been issues that had been decided by the Access Counselor about records requests and not being able to use the words "any" or "all" in those requests. The court decisions on these situations were forwarded to Kevin and then he drafted the letter.

George asked Brigitte if she had reached out to Mr Thompson to refine his request and she indicated she had not. She was followed the guidance of counsel in how to proceed and provide the information requested. George stated he had the bulk of information requested available but was waiting on the ability to redact information.

Amanda motioned to send the letter to Mr Thompson with the correction of Brigitte's employee status from part-time to full-time and addition of language giving him the opportunity to submit a more specific request. Earl 2<sup>nd</sup>. George voted no. All others voted yes. Motion passes.

*Adobe Purchase:*

Brigitte presented the cost on Adobe which is needed to redact information before posting to the website. Cost is \$14.99, per month. An annual subscription would be less expensive. Shirley motioned that Brigitte purchase an annual subscription to Adobe. George 2<sup>nd</sup>. All approved.

*Additional funds request in Executive Director's Account:*

Brigitte requested \$1000 be moved to her account for Gary West expenses and miscellaneous expenses in office. It was discussed and determined this was not a request needing presented to the Board as they are monies previously approved in her budget and just needed to be transferred

to her account. (Her request was made because the board denied moving money 2 months ago which was denied as the accounts were being balanced to ensure we had all committed money available.) She was directed to go to the Treasurer to have the money transferred to her account. George will let Kelly know what was discussed and that money being moved is what has already been budgeted to her.

*Report of Executive Director's Report:*

Brigitte presented her report on activities August 14-September 10, 2018.

She did note that during the excessive rains the previous weekend, there was a leak in the east windows of her office ó she has notified the CVB.

George commented that he could have helped out more with SBOA and Thompson request, but he found out she has information that has not been with shared with him.

She also presented letters of thanks to the HCTC.

**Adjournment**

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

Next meeting October 9, 2018.

Meeting adjourned 7:13pm.

Shirley Matlock, Secretary