

Hancock County Tourism Commission Meeting

November 13, 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

Board Members Absent:

Brandi Zimmer, President

Amanda Everidge Board Member

The regular meeting of the Hancock County Tourism Commission was called to order on Tuesday, November 13, 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 George to accept and approve October minutes.

2nd by Earl. Motion passed.

Kelly McClarnon, Treasurer's Report:

Treasurer's Report presented (published on HCTC website). Shirley moved to accept Treasurer's Report and

Kelly moved to accept the Treasurer's Report. Shirley 2nd. Motioned passed.

Shirley moved to accept the Executive Director's Report. Kelly 2nd. Motioned passed.

Inkeeper's Tax: The year ends in October and we should have one more check from them for 2018. November is the end of our calendar year. George mentioned that the October funds look to be at or

slightly above last years. We have an outstanding check for \$9,122.86 and the November check to deposit.

Kelly moved to accept the Inkeeper's Tax Report. 2nd by Rosalee. All approved. Motioned passed.

Debit and Credits: The contract was presented from Debit and Credits. Rosalee moved to accept the contract with approval of our attorney. Shirley 2nd

Accounting Software: We need to purchase new software to make accounting communication up to date with Debits and Credits. Kelly moved we purchase the Quickbooks Plus software for \$550.00. Rosalee 2nd. All approved. Motioned passed.

Fraud Update: Kelly reported on the fraud situation that occurred with the PNC account. On 10/17/18 suspicious activity was found by George on the account with 4 counterfeit checks written for a total of \$22,382.43. All monies were replaced by PNC.

Bank Transfer Update: Discussion was made on why accounts were not completely transferred to Star. All checks are now cleared and fraud situation was taken care of and the PNC account should be closed before the end of the year.

Kelly moved to add Brigitte Jones on the Executive Director's Account at Star. Shirley 2nd. All approved. Motion passed.

Kelly motioned to add George Langston to all Star accounts with Bookkeeper Access. Shirley 2nd. All approved. Motioned passed.

HCVB

Rental Contract Update: Brigitte reported, for Brandi, that there has not been a contract received from Sara Wolfe.

Grant Disbursement: There has only been one disbursement written to the HCVB on their Grant Request for the 1st quarter. There has not been checks written for 2nd and 3rd quarter. Earl recommended that someone contact the HVCB President and

George made a motion to only give the HCVB \$15,000 for the 5013's to have free use of the theater. There was not a 2nd to move the motion forward. Motioned died.

Grant Reports:

40&8 submitted report, but did not include any receipts. Report is tabled until all required information is received.

Grant Requests:

Health and Heritage Region presented request for a pledge of \$100,000 to be annually in \$25,000 installments. Full Grant Request Application was presented with all information supporting their request and intentions. They will be presenting for the Stellar Designation consideration on 11/14/18. If HCTC pledges the \$100,000 and they do not receive the designation, HCTC would not be held to that pledge. Final decision to be announced 12/18/2018.

Kelly motioned to pledge \$100,000 to Health and Heritage Region to be paid in annual installments of \$25,000 subject to them being awarded the Stellar Designation. Earl 2nd. All approved. Motion passes.

Executive Director's Report:

Report presented by Brigitte.

Kelly motioned to approve and pay Brigitte's Mileage Claim for the year of \$386.87. Earl 2nd. All approved. Motion passed.

Brigitte asked about purchasing radio advertising on WSVX during high school basketball games if it will be up to her if she uses her budgeted monies as the Board tabled it until more information is available.

Deck App that we are a Beta User for has undergone changes to make more user friendly.

Additional Question:

Earl suggested we clarify responsibilities of officers at next HCTC election.

HCTC Board members that are up for reappointment in December are: Earl, Brandi, Rosalee, and Rosalee.

Executive Meeting for Brigitte's evaluation set for Wednesday, November 28, 2018 at 10:00am at the Tourism Office.

Adjournment

Kelly motioned to adjourn. Earl 2nd. All approved.

Next meeting December 11, 2018.

Meeting adjourned 6:52 pm.

Shirley Matlock, Secretary

