

Hancock County Tourism Executive Director's Report January 8, 2019

Actionable/Important Items:

1. HEDC Membership
2. Greenfield Chamber Membership
3. Skip Kuker, HEDC Executive Director Wednesday January 9, 2019 1-4 at Park Chapel Services following 4pm. Celebration of Life will follow at the Wooden Bear
4. New Travel Guides, Indiana Maps, and Festival Guides are in!!

Report of Past Month's Activity:

Advertising

- Christmas commercial Aired on WSVX!!! All day Christmas Day!
- Photographed: Christmas Celebration
- Edited several photos and posted them to Facebook and the website.
- Posted events to Facebook page.
- Communicated with Brian Wrasman in regards to some updates and changes to the website.

Events

- Attended the Indiana Association of Fairs and Indiana State Festival Association Conference 1/4 ó 6/2019

Community Collaboration and Communication

- Attended the Stellarbration event at Elanco

Office

- Rearranged back store room for the new rack.
- Purchased filing cabinet and printer for George.

Hancock County Tourism Commission

- Providing George with bills and other financial documentation.
- Had several conversations with George regarding finances
- Communication via phone and email with board members on a variety of issues
- Made check deposits at Star Bank.
- Communication with Sarah Wolfe regarding lease agreement.
- Created envelopes for bills and took them to the post office.
- Created documents for the Commissioners meeting.
- Attended Commissioners meeting to hear about board appointments.
- Uploaded documents to the Commission page for public viewing.
- Made copies of all of the documents for the HCTC meeting.
- Created Executive Director's Report and Financial Report.
- Have gone to Star Bank more than once trying to get bank accounts straightened out.
- Prepared power point presentation for annual evaluation.
- Followed up on Michael Thompson request, Debits and Credits contract, Crosspointe Studio contract, and rental agreement.

Grants

- Corresponded with Dennis Dunn regarding need for all receipts for report.
- Received updated Grant report from Dennis Dunn and 40 & 8.
- Sent grant form and grant report form to Virginia Harrell at Jane Ross Reeves Octagon House.

Visitor Center

- Assisted visitors who came into the office ó answered questions and provided literature.
- Picked up trash outside and took trash out of the office.
- Basic office work filing and organizing.
- Vacuumed and clean office.
- Helped with decorating the office for Christmas.

Days Off

Christmas Holiday 12/24 & 12/25

New Year's Day 1/1

Vacation Day 12/26, 12/27, 12/28 & 1/2

December 11, 2018 ó January 8, 2018