

# Hancock County Tourism Commission Meeting

February 13, 2018 5:00p.m.

City Hall, Greenfield, Indiana

## **Board Members Present:**

Brandi Zimmer, President  
Rosalee Richardson, Vice President  
Kelly McClarnon, Treasurer  
Shirley Matlock, Secretary  
Amanda Everidge Board Member  
George Langston, Board Member

## **Board Members Absent:**

Earl Smith, Board Member

The regular meeting of the Hancock County Tourism Commission was called to order on Tuesday, February 13, 2018, at 5:00 p.m. President Brandi Zimmer opened the meeting in due order and called roll. 6 board members were present.

Kelly motions to approve last month's minutes as presented  
Rosalie 2<sup>nd</sup>  
All approved

## **Kelly McClarnon, Treasure's Report:**

Account	Date	Balance
Tourism	2/13/18	\$238,782.76
Fairgrounds	2/13/18	\$177,331.96
Ex. Director		

Rosalie motion to approve financial report as reported  
Shirley 2<sup>nd</sup>  
All approved

Kelly also reported that the Budget Committee will be meeting 2/28/18, 3pm, Council Chambers.

## **Conference and Event Space Committee Report**

Brandi reported that the Committee (Brandi, Earl, Shirley) is working on a survey to be sent to county rental space locations to determine what space is available in Hancock County and if they have turned away events due to lack of space. Also working on survey to send to organizations/business in the county to determine what space they have needed and if their needs have been met within the county. Committee will continue to work on this.

## **Fairgrounds Account and One Percent**

Monies have been released to use towards old fairgrounds. The Ag Association will be coming to the Tourism Commission to request grants for projects. George has developed an excel sheet to make tracking the 1% and any distributions easier to track.

## **Lease Agreement**

Bridgette has received new submissions from Sara Wolf after Kevin Harvey reviewed lease 2/12/18.

Kelly moved to table this until new submissions could be reviewed by Kevin Harvey, Attorney.  
2<sup>nd</sup> by Rosalie  
All approved.

## **Address George Langston's List of Suggested Corrections**

**Memorandums of suggested corrections and Kevin Harvey, Attorney, responses on file for full reference**

### ***Suggested Changes and Questions Regarding New Member Orientation***

1. Authority of Tourism Commission: 2 A (5) Oath of office should read exactly as stated in I.C. 6-9-18-5, (g). "Before Entering His/Her Duties. Note: We can add to or strengthen a statute, but we cannot lessen the requirement of I.C. 6-9-18-5, (g). Changing the State Statute is reserved to the State Assembly.

Motion by Kelly to change to read "Each commission member before entering his duties shall take an oath of office in the usual form to be endorsed upon his certificate of appointment and properly filed with the Clerk of the Circuit Court of the County" as read by George Langston. (This mirrors IN Code 6-9-18-5, sub-section G)

2<sup>nd</sup> by Amanda

All approved

2. II. The Responsibility of the Commission: 2: The Commission may not; Note: "This provision does not apply to the award of grants" Where and how is this established within the State Statutes?

More information needed. George to see who is right.

3. III Indiana Open Door Law, Section 6, - Kevin Harvey's response was sufficient in answering.

4. Serial Meetings - Kevin Harvey's response was sufficient in answering.

5. 3 Member Budget Meeting - Kevin Harvey's response was sufficient in answering.

6. What is Public Record? Kevin Harvey's response was sufficient in answering.

7. 16 Exemptions to Disclose

Rosalie motioned to word to read "Fees may not be charged to search or inspect records, but a copy fee per County Ordinance may be required."

2<sup>nd</sup> by Kelly

All approved

#### Suggested Changes to the New Policy Manual

1. George motioned to make the following change Section 4.6:

"Insert "Indiana" where the word "state" not-for-profit corporation. This should be written as it is in I.C. 6-9-18-6, subsection (6). We are Not allowed to reduce the scope of the statute, only the State Assembly has those powers."

2<sup>nd</sup> by Rosalie

All approved.

2. Section 10.5, Subsection 10.5.1 Claim Forms; is a public document or financial record of the Tourism Commission and is subject to the APRA laws. All financial records are public. Confidentiality is only used to protect sensitive information such as Trade Secrets and Social Security numbers, etc.

Kelly motioned to table for more research.

2<sup>nd</sup> by Rosalie

All approved.

3. Section 10.7, Subsection 10.7.3 Claims for Credit or Debit Card Use: This requirement needs to be changed. Our Tourism Director has to have an immediate way of buying office supplies, minor office equipment, and basic advertising opportunities that cannot wait 30 days for a commission meeting. This commission has already established a line item for office supplies, office equipment and advertising. All the commission would have to do is restricting her debit card to no more than whatever amount the commission

chooses for each line item. This procedure is done through many other county departments, I have seen this procedure granted by the Board of Commissioners and the County Council several times in the last 6 or 7 years.

If she runs out of any one of these three funds, all we have to do is go to the county council and ask them to transfer funds. She cannot cross spend from any of these line items, purchase must be separated so its funding source can easily be determined for the expenditure.

Amber motioned for to add the following to Section 10.7 "Executive Director shall be allowed to make any purchases, with claim form, not exceed a total of \$500, per month, and spend, with claim form, up to \$3,000.00, per month for advertising, with invoices and receipts submitted at purchased and reviewed at monthly Commission meetings."

2<sup>nd</sup> by George

Approved by all.

4. Conflicts of Interest. Kevin Harvey's response was sufficient in answering.

5. Disclosure. Kevin Harvey's response was sufficient in answering.

6. Advertising using taxpayer funds a violation of law? Kevin Harvey's response was sufficient in answering.

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

#### Actionable Items:

1. Mark Menser ó TV 40 ó Presentation to have an idea of what is available for advertising. Would make more sense when website is up.
2. Showcase ó Committee to explore Showcase in Ricks Center and Tourism sponsored. There would be no charge to use the Center. Permission to select the date. Committee formed of Brandi, Amanda, and Shirley.
3. Media Marketplace ó Advertising for Hancock County. 3/14/1, 11am-2pm at Indiana State Fairgrounds, Cost includes admission, lunch, space for promoting the county. Shirley motioned to approve.  
2<sup>nd</sup> by Amanda  
Approved by all.
4. Pop Up Display Unit ó Standing display for use at events. Shirley motioned for Brigitte to purchase Pop Up Display not exceed \$4,000.00  
2<sup>nd</sup> by George  
Approved by all.
5. Mat Cutter and other supplies  
Amanda motioned Brigitte purchase cutter and supplies at cost of \$559.  
2<sup>nd</sup> by Kelly  
Approved by all.
6. URL for Website ó Brigitte meeting with them Thursday. All members of Commission will have an email address.

Brigette reported that Strike Force Lanes will be hosting a National Bowling Tournament. Also that George has been a great help to her by volunteering in the office.

Report of Past Month's Activity:

1. Provided an overview of Tourism's activities to the County Commissioners.
2. Attended a Greenfield Art Coalition Meeting
3. Attended an information sharing session with the 40 & 8 Group Attended an Art Fusion Meeting
4. Attended the Visit Indy Conference in Indianapolis.
5. Met with Junior Aumavae regarding grants.
6. Met with Dennis Dunn several times regarding grants, advertising ideas and event planning.
8. Met with the Hancock County Ag Association 4-H Fair Advertising Committee
9. Attended the HEDC Annual meeting.
10. Attended the Greenfield Chamber Luncheon
11. Attended a Community Calendar meeting and discussion.
12. Met with the HCTC Conference and Event space committee
13. Met with Greg Warner of Office 360.
14. Talked with Ruth Ann Roney of Tuttle's Orchard regarding upcoming Agritourism Conference in 2019 and general promotion of Tuttle's.
15. Received correspondence from Keely Butrum, that Strikeforce Lanes will be hosting a National Bowling Competition for the deaf in June. Talking with Rob and Linda Barnhart about how tourism can assist.
16. Talked with both John Gotee and Brian Wrasman about steps to take to get website started.
17. Trained George Langston on several things, and had him work on several projects.
  - Basic Visitor Center training and acclimation
  - Attended orientation for George with Kevin Harvey.
  - Created a database of all of the 2017 grants and grant reports in preparation for the annual report.
  - Working on a list of annual events for the county.
  - Organizing old records, and putting them in order.
  - Putting flyers out in the kiosk outside.
  - 200+ mailing
  - Reviewing information and going over policy and procedure.
  - Basic maintenance and clean up duties.
  - George has manned the office most days of the week from 8am to 1pm (or later).
18. Correspondence with Kevin Harvey regarding a variety of issues: lease agreement, George's list, and the development of forms.
19. Provided a selection of pictures for the Hancock County Bike Trail Planning committee.
20. In discussion with several different groups and organizations regarding a possibly county showcase.
21. Picked up monthly check and deposited. Signed for funds to be released at treasurer's office.
22. Ordered office supplies from Office 360 and shopped for supplies at Walmart.
23. Worked with people who had grant requests.

24. Assisted Kelly with all of the financial payments - - still need a second signature on checks!
25. Assisted people coming into the Visitor Center with questions.
25. Answered telephone calls and emails.
26. Basic clean up ó take out trash, shoveled snow, and picked up in the office.

Kelly moved to adjourn meeting at 6:48pm

Rosalee 2<sup>nd</sup>

All Approved.