

Hancock County Tourism Executive Director's Report

February 13, 2018

Actionable Items:

1. Mark Menser ó TV 40
2. Showcase
3. Media Marketplace
4. Pop Up Display Unit
5. Mat Cutter and other supplies
6. URL for Website

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
4. Attended an Art Fusion Meeting
5. Attended the Visit Indy Conference in Indianapolis.
6. Met with Junior Aumavae regarding grants.
7. 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.