

Hancock County Tourism Commission
Meeting Minutes | Tuesday, September 10, 2019

1. Call to order – 5:00pm called to order by George Langston
2. Roll Call
 - a. Present: George Langston, Bob Mattsey, Travis McMichael, Amanda Everidge, Carolyn Flynn, Kelly McClarnon, John Goss arrived at 5:01pm (not present for roll call or approval of meeting minutes).
 - b. Absent: All present
3. Approval of meeting August 2019 meeting minutes
 - a. **Motion: Bob Mattsey** made motion to approve the June 2019 meeting minutes as presented
 - b. **Second:** Kelly McClarnon second said motion
 - c. **Discussion:** No discussion or amendments
 - d. **Vote:** Motion carried by unanimous decision
4. Grant Requests –
 - a. Herb Society – Presented by Carolyn Swinford and Kathy Locke. Request for \$3100 for a watering system for Riley Home Gardens
 - i. **Motion:** Kelly McClarnon motion to approve the grant request as submitted for \$3100
 - ii. **Second:** Bob Mattsey second said motion
 - iii. **Discussion:** No discussion or amendments
 - iv. **Vote:** Motion carried by unanimous decision
 - v. **Signature** – obtained signature from George Langston and John Goss for approval of the grant application
 - b. Boy Scouts of America Troop 233 – Presented by John LaBore. Request for \$3600 to fund t-shirts for participants and MBU patches for each participant
 - i. **Motion:** Bob Mattsey made motion to approve the grant request as submitted for \$3600
 - ii. **Second:** Travis McMichael second said motion
 - iii. **Discussion:** No discussion or amendments
 - iv. **Vote:** Motion carried by unanimous decision
 - v. **Signature** – obtained signature from George Langston and John Goss for approval of the grant application

5. Grant Report –
 - a. Mental Health Partners of Hancock County: Pennsy Art Festival – Provided in packet and prepared by Kim Hall
 - i. **Motion:** Bob Mattsey made motion to approve the grant report as submitted
 - ii. **Second:** Amanda Everidge second said motion
 - iii. **Discussion:** No discussion or amendments
 - iv. **Vote:** Motion carried by unanimous decision
 - b. Stilling Funeral Home: Wall that Heals – Presented by Amanda Parker, David Stilling, Jeanine Gray, Alexis Loyd
 - i. **Motion:** Bob Mattsey made motion to approve the grant report as submitted
 - ii. **Second:** Kelly McClarnon second said motion
 - iii. **Discussion:** Receipts were not printed in packet – hard copy provided for review. No further discussion or amendments
 - iv. **Vote:** Motion carried by unanimous decision
6. Executive Session Date
 - a. Recommendation to authorize two sessions – First meeting is for Commission Board only – no ED/Not public due to discussion of personnel. Reviewed dates available. Brigitte Cook Jones will post notice of meeting. Topics –Personnel Issues and Evaluation
 - i. **Motion:** Carolyn Flynn made motion to schedule executive session to occur in the Commissioners Conference Room on Tuesday September 17, 2019 at 5:00pm
 - ii. **Second:** Kelly McClarnon second said motion
 - iii. **Discussion:** No further discussion or amendments
 - iv. **Vote:** Motion carried by unanimous decision
 - v. **Motion:** Kelly McClarnon made motion to schedule executive session to occur in the Commissioners Conference Room on Wednesday, September 25, 2019 at 5:00pm – pending need for a second meeting. HCTC will inform ED if she is required to be present at this meeting at a later date.
 - vi. **Second:** Amanda Everidge second said motion
 - vii. **Discussion:** No further discussion or amendments
 - viii. **Vote:** Motion carried by unanimous decision
7. Board engaged in discussion regarding proposed Executive Sessions, regarding proposed topic of discussion, location, and need for multiple sessions. Motions made to change planned executive session meetings as follows:
 - a. **Motion:** Kelly McClarnon made motion to cancel executive session scheduled for Tuesday September 17 at 5:00pm.
 - b. **Second:** Bob Mattsey second said motion

- c. **Discussion:** no further discussion
 - d. **Vote:** Motion carried by unanimous decision

 - e. **Motion:** Carolyn Flynn made motion to hold work session, (not an executive session) on Tuesday September 17, 2019 at 5:00pm at the Visitors Center on 119 W North St, Greenfield IN 46140. Meeting will be a public hearing discussing policy and procedure manual.
 - f. **Second:** Bob Mattsey second said motion
 - g. **Discussion:** No further discussion
 - h. **Vote:** Motion carried by unanimous decision.

 - i. **Motion:** Kelly McClarnon made motion to schedule executive session to occur in the Commissioners Conference Room on Wednesday, September 25, 2019 at 5:00pm – pending need for a second meeting. HCTC will inform ED if she is required to be present at this meeting at a later date.
 - j. **Second:** Amanda Everidge second said motion
 - k. **Discussion:** No further discussion or amendments
 - l. **Vote:** Motion carried by unanimous decision
8. Committee Appointments – reviewed committees and assigned members
- a. Grants Committee – Kelly McClarnon, Carolyn Flynn, George Langston (Chair)
 - b. Fairgrounds/Events Committee – Bob Mattsey (Chair), John Goss, Amanda Everidge
 - c. Marketing Committee – John Goss, Travis McMichael (Chair), Amanda Everidge
 - d. Website Committee – Bob Mattsey (Chair), Travis McMichael
9. Treasurer’s Report
- a. Bob Mattsey reviewed financial report with the Commission sharing current bank account status, deposits, and expenditures, Transaction Report by line item. Reviewed information on Share Point. Reviewed postage meter contract and necessary steps to terminate the contract; Bob Mattsey is working to terminate the contract but this will take more time and he would like authorization to work on behalf of Tourism Commission Board to terminate the contract.
 - i. **Motion:** John Goss made motion to authorize Bob to negotiate a termination of contract on the postage meter.
 - ii. **Second:** Kelly McClarnon second said motion
 - iii. **Discussion:** no further discussion
 - iv. **Vote:** Motion carried by unanimous decision
10. Questions presented during treasurer’s report arose regarding 3 line items, previously approved in the treasurer’s report from June. Conversation regarding report escalated in discussion. Bob Mattsey left meeting at 6:08pm. Outcome of discussion regarding the expenditures is that a procedure will be created at the upcoming work session.

- i. **Motion:** Kelly McClarnon motion to approve the financial report as presented.
- ii. **Second:** John Goss second said motion
- iii. **Discussion:** no discussion or amendments
- iv. **Vote:** Motion carried by unanimous decision
- v. Obtained signatures of approval from Board members on the Financial Approval Report – with the exception of signature from Bob Mattsey due to absence.

11. Executive Director Report: Provided in packet

- a. Reported in detail on Lure Creative, Festival Guide, Travel Guide
 - i. **Motion:** Carolyn Flynn made motion to approve the Director’s Report as written
 - ii. **Second:** Travis McMichael second said motion
 - iii. **Discussion:** No further discussion or amendments
 - iv. **Vote:** Motion carried by unanimous decision

12. Adjournment – at 6:28pm

- a. **Motion:** Carolyn Flynn made motion to adjourn meeting
- b. **Second:** Kelly McClarnon second said motion
- c. **Discussion:** No further discussion
- d. **Vote:** motion carried by unanimous decision

Members: Amanda Everidge, Carolyn Flynn, George Langston, Bob Mattsey, Kelly McClarnon, Travis McMichael, John Goss

Public Notice: If you are seeking more detailed information regarding a monthly meeting of the Hancock County Tourism Commission, streaming video records are available for viewing at this website:

<https://greenfieldin.org/>