

MINUTES

BOARD OF TRUSTEES OF THE MUSKOGEE TOURISM AUTHORITY REGULAR SESSION JANUARY 26, 2022

The Board of Trustees of the Muskogee Tourism Authority met in a Regular Session at 4:00 p.m., on January 26, 2022, in Roxy Theater, 220 W. Okmulgee Ave., Muskogee, Oklahoma, with Chair Daniel Chekpauskas presiding.

The meeting was called to order at 4:00 pm by Chair Daniel Chekpauskas and the roll was called as follows:

Present: Chair Daniel Chekpauskas; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanje Wilkerson.

Absent: Vice Chair Evelyn Hibbs

Staff Present: Avery Frix, Oxford Management; Dr. Jeri Stoutermire, Chief Operating Officer; Jordyn Jorgenson, Tourism Director; John Tyler Hammons, Attorney at Law; Angie O'Neal, Legal Assistant to Mr. Hammons.

Chairman addressed the audience by asking if anyone had any public comments.

Item 1: Consider approval of the minutes of the November 16, 2021 meeting or take other necessary action.

Motion was made by Trustee Jaime Stout, seconded by Secretary/Treasurer Shiron Ray, to approve the minutes for November 16, 2021.

AYE: Chair Daniel Chekpauskas; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanje Wilkerson.

NAY: None

OTHER: Vice Chair Evelyn Hibbs (absent)

The Chair declared the motion approved.

Jordyn Jorgenson joined meeting at 4:02.

Item 2: Consider approval of financials and claims for November 2021 or take other necessary action.

Motion was made by Trustee Mike Gragg, seconded by Trustee Traci McGee, to approve the claims for November 2021.

AYE: Chair Daniel Chekpauskas; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanje Wilkerson.

NAY: None

OTHER: Vice Chair Evelyn Hibbs (absent)

The Chair declared the motion approved.

Item 3: Consider approval of financials and claims for December 2021 or take other necessary action.

Motion was made by Trustee Jaime Stout, seconded by Trustee Aanje Wilkerson, to approve the claims for November 2021.

AYE: Chair Daniel Chekpauskas; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanje Wilkerson.

NAY: None

OTHER: Vice Chair Evelyn Hibbs (absent)

The Chair declared the motion approved.

Item 4: Consider approval of the agreement with the audit firm Morse & Co., to replace Kershaw, CPA, or take other necessary action.

Motion was made by Trustee Traci McGee, seconded by Trustee Shiron Ray, to approve the agreement with Morse & Co.

AYE: Chair Daniel Chekpauskas; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanje Wilkerson.

NAY: None

OTHER: Vice Chair Evelyn Hibbs (absent)

The Chair declared the motion approved.

Item 5: Consider an amendment of FY 21-22 Budget or take other necessary action.

Discussion among Tourism Director and Trustees regarding in city mileage benefit and base salary and benefits for the Tourism Director. In city mileage is approximately 170 miles per month and depends on events/activities in the month. Trustees discussed a \$100.00 per month allowance for in city mileage. Discussion of salary and benefits for Tourism Director evaluation at 60 days and 6 months of employment.

Motion was made by Trustee Jamie Stout, and seconded by Trustee Sharon Champlin, to approve amend budget for each item.

AYE: Chair Daniel Chekpauskas; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanja Wilkerson.

NAY: None

OTHER: Vice Chair Evelyn Hibbs (absent)

The Chair declared the motion approved.

Item 6: Consider opening an interest-bearing money market account at Bank of Oklahoma, transferring \$100,000.00 in Visit Muskogee carryover funds to the account, and making signers the same as Operating Account, or take other necessary action.

Motion was made by Trustee Shiron Ray, and seconded by Trustee Tracy Cole, to open account at Bank of Oklahoma.

AYE: Chair Daniel Chekpauskas; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanja Wilkerson.

NAY: None

OTHER: Vice Chair Evelyn Hibbs (absent)

The Chair declared the motion approved.

Item 7: Consider opening an interest-bearing money market account at American Bank of Oklahoma, transferring \$100,000.00 in Visit Muskogee carryover funds to the account, and making signers the same as Operating Account, or take other necessary action.

Chief Operating Officer Dr. Stoutermire informed Trustees that this money is remainder of the \$200,000.00 from the carry-over from the Chamber and would allow the two institutions business from Muskogee Tourism Authority Trust.

Motion was made by Trustee Tracy Cole, and seconded by Trustee Aanje Wilkerson to open account at American Bank of Oklahoma.

AYE: Chair Daniel Chekpauskas; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanja Wilkerson.

NAY: None

OTHER: Vice Chair Evelyn Hibbs (absent)

The Chair declared the motion approved.

Item 8: Consider approval of recommendations from the Advisory Committee or take other necessary action.

Tourism Director Jordyn Jorgeson discussed items from the Advisory Committee meeting last Thursday, January 30, 2022. Events coming to Muskogee and the line item in the amount of \$4,000.00 should read \$3,000.00. Trustee Stout said tracking needed on events for future financial planning, and she is in favor of the increase to \$4,000.00 on local events to bring in more people.

Motion was made by Trustee Jaime Stout, and seconded by Trustee Sharon Champlin, to approve amendment to line item for an increase to \$4,000.00.

AYE: Chair Daniel Chekpauskas; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanja Wilkerson.

NAY: None

OTHER: Vice Chair Evelyn Hibbs (absent)

The Chair declared the motion approved.

Item 9: Receive report from Oxford Productions, Inc, regarding Visit Muskogee Tourism Program and operation of the Roxy Theater or take other necessary action.

Chief Operating Officer Dr. Stoutermire discussed found opportunities for tourism, and the need to create a comprehensive strategic plan for 5-year periods and will begin creating said plan in February. Performance review for template was created as an evaluation tool based on merit and performance. Oscar Ray gave update for Roxy Theater including more efficient behind the scenes work to help make the Roxy more of a destination, also working to have more of an internet presence. Tourism Director Jordyn Jorgeson discussed weekend event of BRI National taking place at the Civic Center this weekend. Also discussed were hotel blocks, travel information at all museums and attractions, Muskogee 150 birthday, social media, and guitar maps, Certified Film City, Live Art Show, and Red Bud Awards.

The Chair declared no action would be taken

Item 10: Read aloud and consider an amendment to the Bylaws. or take other necessary action. (A.) Purpose: Allow one seat of tourism board to outside of city limits. (B.) Cannot be voted on until the amendment has “sat” for 30 days. Will require 2/3 vote of the Trustees at the next regular meeting and ultimate approval of the City Council.

Chief Operating Officer Dr. Stoutermire stated proposed language. Discussion regarding increasing number of trustees from five to seven and allowing potential trustees from outside of the city limits to sit on MTA, and a motion to accept recommendation. Attorney John Tyler Hammons informed Chairman that a vote has sit for 30 days.

The Chair declared no action would be taken

Item 11: Consider approval of an amendment to Resolution #2, amending the Tourism Advisory Committee, or take other necessary action. (A.) Purpose: Add two additional seats to the Advisory Committee to increase total seats from five to seven.(B.) May require approval by City Council.

Tourism Director Jordyn Jorgeson advised that the Committee currently has five members and increasing the number to seven, with 2 members being at-large, would be beneficial in representation and quorum requirements. Discussion of expanding the Committee and representation requirements were approved by the Tourism Advisory Committee.

The Chair declared no action would be taken.

Item 12: Discuss future meeting format and locations or take other necessary action.

Chief Operating Officer Dr. Stoutermire offered idea of conducting meetings at different locations with quarterly meeting remaining at the Roxy. Discussion of a motion to allow change of meeting venue to be posted 10 days in advance.

Motion was made by Trustee Sharon Champlin, seconded by Traci McGee, to have the regular quarterly meetings of the MTA board occur at the Roxy, with the remaining meeting at different venues within the city.

AYE: Chair Daniel Chekpauskas; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanje Wilkerson.

NAY: None

OTHER: Vice Chair Evelyn Hibbs (absent)

The Chair declared the motion approved.

Item 13: Consider repeal of Resolutions 3, 4 and 5, or take other necessary action.

Chief Operating Officer Dr. Stoutermire advised that this is a personnel matter.

The Chair declared no action would be taken.

Item 14: Discuss future meeting format and locations or take other necessary action.

No action taken.

There being no other business before the Board of Trustees, the Chair declared the meeting adjourned at 5:23 PM.

Daniel Chekpauskas
Chair

ATTEST:

Sharon Ray
Secretary/Treasurer