

**POSTED July 13, 2021**

**NOTICE OF MEETING OF: Muskogee Tourism Authority Trust Meeting Special**

**Call Meeting Date: Thursday July 15, 2021; 3:00 p.m.**

Location: MUSKOGEE CIVIC CENTER ROOMS C+D

**TO: ALL MEMBERS OF THE Muskogee Tourism Authority Trust**

Chairman: Daniel Chepkaukas		Roger Bell	
Vice Chair: Evelyn Hibbs		Aanje Wilkerson	
Secretary: Sharon Ray		Sharon Champlin	
Jaime Stout		Amy Love	
Marlon Coleman			

**AGENDA**

Call Meeting to Order – Roll Call

1. Receive [presentation](#) on Robert’s Rules of Order from Roy Tucker.
2. Discuss potential office locations and staffing positions for tourism and take possible action.
3. Discuss and take action regarding staffing opportunities and job descriptions for tourism support staff.
4. Consider approval of the minutes of our June 17th board meeting, or take other necessary action.
5. Consider approval of financials and claims for June 2021, or take other necessary action.
6. Receive update from the bylaw committee, or take other necessary action.
7. Receive report from Tourism Director.
8. Consider approval of Community Support Grant recommendations from the Advisory Committee, or take other necessary action.
9. Discuss and take action for Muskogee Tourism Authority to accept donation of Union Pacific Caboose, or take other necessary action.
10. Discuss and take action to partner with the City of Muskogee, Depot District and Main Street Association to host a block party event on August 12 from 12-3pm for the “Big Boy” locomotive that will be stopping in town at 1:30pm.
11. Consider approval of a proposal by the Tourism Director for talent for a concert on Saturday, Oct. 2 at Hatbox Field or take other necessary action.

12. Discuss and take action for Muskogee Tourism Authority to commission artists to update the columns at the Muskogee Civic Center and other potential locations in downtown Muskogee in preparation for the Oklahoma Arts Council Conference, or take other necessary action.
13. Consider approval to solicit bids to purchase a pair of trolleys for use by the Muskogee Tourism Authority or take other necessary action.
14. Consider approval of the updated grant application, criteria and requirements from the Tourism Advisory Committee or take other necessary action.
15. Receive report from the management firm, Oxford Productions, Inc, on the operation of the Roxy Theater and their events or take other necessary action.
16. Adjourn