

MEETING MINUTES OF : MUSKOGEE TOURISM AUTHORITY TRUST

DATE: Thurs. April 15, 2021 TIME: 4:00 pm

LOCATION: Roxy Theater-220 W. Okmulgee Ave Muskogee, OK 74401

MEMBERS OF THE TRUST:

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

AGENDA

Meeting called to order-Roll Call: 4:03 pm Quorum Reached.

1. Consider approval of financials and claims for March 2021 or take other necessary action. Motion for Approval by AMY LOVE 2nd by: EVELYN HIBBS Roll Call Vote: All in Favor
2. Consider approval of the minutes of our march 18th Meeting or take other necessary action. Motion for Approval by ROGER BELL 2ND by SHARON CHAMPLIN Roll Call Vote: All in Favor
3. Receive report from the management firm, Oxford Productions, Inc. on the operation of the Roxy Theater, or take other necessary action. No action necessary. Avery Frix shared the upcoming events scheduled for the Roxy through July and that the Shuttered Venue Grant is now re-opened. Of note, the 22nd Bare Bones Film & Music Festival will hold the live portion of the festival at the Roxy April 22-25th, Roxy's Youth Performance Camps will be set in July, the Oklahoma Movie Hall of Fame Inductions are now set for Saturday, May 29th.
4. Consider creating an executive committee consisting of the Chair, Vice-Chair, Secretary and Past Chair to oversee the management/employee relations of Tourism. Motion for Approval by EVELYN HIBBS 2ND by MARLON COLEMAN Roll Call vote: All in Favor Motion by MARLON COLEMAN to skip to Agenda Item #10 then return to Item 5. 2nd By EVELYN HIBBS Roll Call vote: All in favor
10. Consider presentation by Digital Muskogee to assist in visitor tracking and website maintenance, or take other necessary action. Motion by MARLON COLEMAN for Tourism Director to review and make recommendations to the Board. 2nd by ROGER BELL Roll Call Vote: All in Favor
5. Consider appointment of Daniel Chepkaukas as Board Chair, or take other necessary action. Motion for Approval by EVELYN HIBBS 2ND by AMY LOVE Roll Call Vote: All in Favor

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6. Consider appointment of Evelyn Hibbs as Board Vice-Chair, or take other necessary action.

Motion for Approval by AANJE WILKERSON 2nd by SHIRON RAY Roll Call Vote: All in Favor

7. Discuss and take action to approve Amended Resolution No. 2 Creating the Tourism Advisory Committee; establishing membership; Duties and Authority for the purpose of expanding the membership of the committee to seven (7) members, as well as, appointing filling said appointments. Appointment recommendations were for Traci McGee and Janet Thornton to be At-Large Members for a one year term to expire June 2022.

8. Consider approval of Resolution No. 4 to adopt the Joinder Agreement and Master Defined Contribution Plan Document establishing the Employee Retirement System, Defined Contribution Plan for the Muskogee Tourism Authority, Resolution No. 5 to adopt the Trust Indenture, and designate an authorized agent for the Plan, or take other necessary action. Motion by DAN CHEPKAUKAS for approval 2nd by AMY LOVE Roll Call Vote: All in Favor.

9. Consider the approval to hire legal counsel for the Muskogee Tourism Authority Trust, or take other necessary action. Motion by MARLON COLEMAN for approval, 2nd by DAN CHEPKAUKAS, Roll call vote: All in favor. Recommendation was to put out an RFP for proposals.

11. Consider approval of an agreement with AP Intego and TRAVELERS for a pay as you go workers compensation insurance policy for the Muskogee Tourism Authority's employee, as required by State law, or take other necessary action. Motion by AANJE WILKERSON, 2nd by AMY LOVE Roll Call Vote: All in Favor.

12. Consider approval of a Payroll subscription with Quickbooks Online for the Muskogee Tourism Authority, for a term of six months with auto-renewal until cancelled, or take other necessary action. Motion by SHARON CHAMPLIN 2nd by EVELYN HIBBS Roll Call Vote: All in favor.

13. Repeat of #12-Eliminated.

14. Consider authorizing Roxy Theater Manager to file and submit payment of Payroll Taxes from the Muskogee Tourism Authority to the Oklahoma Employment Security Commissions, Oklahoma Tax Commission, the IRS, and any other necessary action. Motion by AANJE WILKERSON, 2nd by SHIRON RAY Roll Call Vote: All in Favor.

15. Consider approval of the recommendation by the Tourism Advisory Committee regarding the grant request for the 918 Roots, LLC. Motion to table to a special call meeting on April 28th by DAN CHEPKAUKAS, 2ND by ROGER BELL, Roll Call Vote: All in favor.

16. Consider approval of the recommendation by the Tourism Advisory Committee regarding the grant request for the Bull Riders Inc. Finals. MOTION for approval by MARLON COLEMAN 2nd by DAN CHEPKAUKAS, Roll Call Vote: All in favor
17. Consider approval of the recommendation by the Tourism Advisory Committee regarding the grant request for the Okie Race (4 Races in May). Motion by SHARON CHAMPLIN 2nd by MARLON COLEMAN Roll Call Vote: All in favor. Amount granted \$4,800
18. Consider approval of the recommendation by the Tourism Advisory Committee regarding the grant request for the Rockin' the Dock at the Frisco Depo. Motion by EVELYN HIBBS 2nd by AANJE WILKERSON Roll Call Vote: All for Approval 1 Abstain: AMY LOVE
19. Consider approval of the recommendation by the Tourism Advisory Committee regarding the grant request for Clean Comedian David Graham at the Roxy. Motion by MARLON COLEMAN 2ND by EVELYN HIBBS Roll Call Vote: All in Favor.
20. Receive report from Tourism Director or take other necessary action. Tourism Director shared several updates including guitar icons on website, Tourism Intern from NSU's Media department and will email additional information. No action required.
21. Adjourned at 5:43 PM Minutes Recorded by Shiron Ray, Secretary