

# MINUTES OF THE MUSKOGEE TOURISM AUTHORITY TRUST MEETING

## Special Call Meeting

DATE: July 15, 2021 TIME: 3:00 PM LOCATION: Civic Center Rm C&D

### MEMBERS OF THE MUSKOGEE TOURISM AUTHORITY:

CHAIR: Daniel Chepkaukas	Present	TRUSTEE: Roger Bell	Present
VICE-CHAIR: Evelyn Hibbs	Present	TRUSTEE: Aanje Wilkerson	Present 4:16pm
SECRETARY: ShIron Ray	Present	TRUSTEE: Sharon Champlin	Present
TRUSTEE: Jaime Stout	Present 3:38pm	TRUSTEE: Amy Love	Present 3:03 pm
TRUSTEE: Marlon Coleman	Absent	TOURISM STAFF: Jordyn Jorgenson	Present
		ROXY STAFF: Avery Frix	Present

### AGENDA

TIME MEETING CALLED TO ORDER: 3:00 pm

QUORUM: Yes

- 1. Receive presentation on Robert's Rules of Order from City Attorney Roy Tucker.** *Private video on City of Muskogee Youtube. access: <https://youtu.be/b0qYTS3x5cq> Not for public use. Principles of parliamentary procedure, order of agenda, motions, etc.*
- 2. Discuss potential office locations and staffing positions for tourism and take possible action.** *Email sent with several locations to consider as Interim vs permanent location for Tourism Office & Information Center. Tourism Director Jorgenson recommended the soon to be renovated McEntee building's 1<sup>st</sup> floor as the most suitable location due to it's Iconic and central location downtown with loft and basement space plus it's walkable during events and next to Hunts Green Space for outdoor activities. She also shared a similar setup of a Tourism visitor's center in Augustus, Georgia that incorporated music, arts, services, entertainment and a buy-in by community groups. Timeline for move is by the end of 2021. DAN CHEPKAUKAS recommended that staff pursue pricing and the plan for location for the next MTA Trust board meeting in August.*

**3. Discuss and take action regarding staffing opportunities and job descriptions for tourism support staff.**

*Tourism Director Jorgenson presented a job description for a Senior Sales Manager to focus on conferences and a Staff Assistant to perform a variety of tasks to assist the Tourism Director and Sales Manager. A college Intern during summer months and possibly during fall semesters was also discussed.*

*MOTION by JAIME STOUT to approve creation of position of Sr. Sales Manager with salary to be established commensurate with the city's process for setting pay range and further authorizing the hiring of an Intern through Green Country or directly through the Authority, whichever is appropriate with pay to be established commensurate with the City's process for setting pay range.. 2<sup>nd</sup> by DAN CHEPKAUKAS*

*Roll Call Vote: All in Favor*

**4. Consider approval of the minutes of our June 17<sup>th</sup> board meeting, or take other necessary action. MOTION by ROGER BELL, 2<sup>ND</sup> BY SHARON CHAMPLIN to approve minutes. Roll Call Vote: All in Favor**

**5. Consider approval of financials and claims for June 2021, or take other necessary action.**

*MOTION FOR APPROVAL by EVELYN HIBBS, 2<sup>ND</sup> by SHARON CHAMPLIN Roll Call Vote: All in Favor. Digital copies were sent via email and hard copies were made available.*

**6. Receive update from the Bylaw committee, or take other necessary action. DAN CHEPKAUKAS, Chair of Bylaws committee, stated that Bylaws committee had met and will submit a Bylaws Draft to be sent to the full board prior to the next meeting.**

**7. Receive report from Tourism Director. Written recap report attached. Past and future events attended or to be attended by Tourism Director was shared with Dates.**

**8. Consider approval of Community Support Grant recommendations from the Advisory Committee, or take other necessary action.**

*Applications for CSG are to be submitted by the 1<sup>st</sup> Thursday of each month in advance of the Tourism Advisory committee meeting on the 2<sup>nd</sup> Thursdays and the MTA Board meeting on the 3<sup>rd</sup> Thursdays. Applications are to come 90 days in advance of event in a digital format (thus reducing recycling).*

*MOTION TO APPROVE BY EVELYN HIBBS, 2<sup>nd</sup> BY JAIME STOUT*

*ROLL CALL VOTE: Pride Event-\$5k, ALL in Favor*

<p><i>Jefferson Hiway Signage-\$2.5k All in Favor with ROGER BELL-Abstain</i></p>
<p><b>9. Discuss and take action for Muskogee Tourism Authority to accept donation of Union Pacific Caboose, or take other necessary action.</b>  <i>MOTION by JAIME STOUT for Staff to get more details and bring back to board. 2<sup>nd</sup> by SHIRON RAY-Roll Call Vote: All in Favor</i>  <i>Discussion about possible locations, ROGER BELL shared that a historic Trolley is about 75% complete in restoration efforts.</i></p>
<p><b>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 12-3 pm for the “Big Boy” locomotive that will be stopping in town at 1:30 pm.</b> <i>Discussion on exact location of the Muskogee Stop. Staff will pursue partnership.</i></p>
<p><b>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.</b>  <i>MOTION by AANJE WILKERSON, 2<sup>ND</sup> by SHIRON RAY to approve a budget up to \$5k for this concert. ROLL CALL VOTE: All in Favor</i> <i>Discussion gave update that this concert will take place in conjunction with the Jeep Jam event at Hatbox.</i></p>
<p><b>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 State Arts Council Conference, or take other necessary action.</b>  <i>MOTION by EVELYN HIBBS to approve up to \$10k, 2<sup>nd</sup> by AMY LOVE</i>  <i>Roll Call Vote: All in Favor.</i></p>
<p><b>13. Consider approval of the updated grant application, criteria and requirements from the Tourism Advisory Committee or take other necessary action. REPEAT OF # 8</b></p>
<p><b>14. Receive report from the management firm, Oxford Productions, Inc. on the operation of the Roxy Theater and their events or take other necessary action.</b> <i>Report received.</i></p>
<p><b>15. Adjourn Time: 5:30 pm Minutes submitted by Secretary ShIron Ray</b></p>