

POSTED April 12, 2021

NOTICE OF MEETING OF: Muskogee Tourism Authority Trust Meeting

Meeting Date: Thursday April 15th 2021; 4:00p.m.

Location: Roxy Theater -220 W Okmulgee Ave

TO: ALL MEMBERS OF THE Muskogee Tourism Authority Trust

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

AGENDA

Call Meeting to Order – Roll Call

1. Consider approval of financials and claims for March 2021, or take other necessary action.
2. Consider approval of the minutes of our March 18th Meeting or take other necessary action.
3. Receive report from the management firm, Oxford Productions, Inc, on the operation of the Roxy Theater, or take other necessary action.
4. Consider creating an executive committee consisting of the Chair, Vice Chair, Secretary and Past Chair to oversee the management/employee relations of Tourism.
5. Consider appointment of Daniel Chepkaukas as Board Chair, or take other necessary action.
6. Consider appointment of Evelyn Hibbs as Board Vice Chair, or take other necessary action.
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 members, as well as, appointing filing said appointments.
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
9. Consider the approval to hire legal counsel for the Muskogee Tourism Authority Trust, or take other necessary action.

10. Consider presentation by Digital Muskogee to assist in visitor tracking and website maintenance, or consider other necessary action.
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.
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.
13. Consider approval of a Payroll subscription with Quickbooks Online for the Muskogee Tourism Authority, for a term of six (6) months with auto-renewal until cancelled, or take other necessary action.
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.
15. Consider approval of the recommendation by the Tourism Advisory Committee regarding the grant request for the 918 Roots, LLC.
16. Consider approval of the recommendation by the Tourism Advisory Committee regarding the grant request for the Bull Riders Inc. Finals.
17. Consider approval of the recommendation by the Tourism Advisory Committee regarding the grant request for the Okie Race (4 Races in May).
18. Consider approval of the recommendation by the Tourism Advisory Committee regarding the grant request for the Rockin' the Dock at the Frisco Dept.
19. Consider approval of the recommendation by the Tourism Advisory Committee regarding the grant request for Clean Comedian David Graham at The Roxy.
20. Receive report from Tourism Director or take other necessary action.
21. Adjourn.