

## MINUTES

### BOARD OF TRUSTEES OF THE MUSKOGEE TOURISM AUTHORITY REGULAR SESSION March 17, 2022

The Board of Trustees of the Muskogee Tourism Authority met in a Regular Session at 4:00 p.m., on March 17, 2022, at The Roxy, 220 W. Okmulgee Ave., Muskogee, Oklahoma, with Chair Daniel Chepkauskas presiding.

#### **Item 1: Call Meeting to Order – Roll Call. (Daniel Chepkauskas, Chair)**

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

**Present:** Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee; Trustee Aanje Wilkerson.

**Absent:** Trustee Jaime Stout

**Staff Present:** Dr. Jerri 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 2: Consider approval of the February 17, 2022 meeting minutes, or take other necessary action. (Daniel Chepkauskas, Chair)**

Motion was made by Trustee Traci McGee, seconded by Trustee Aanje Wilkerson, to approve the minutes for February 17, 2022.

**AYE:** Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee; Trustee Aanje Wilkerson

**NAY:** None

**OTHER:** Trustee Jaime Stout; (absent)

The Chair declared the motion approved.

**Item 3: Consider approval of financials and claims for January 2022, or take other necessary action. (Daniel Chepkaukas, Chair)**

Motion was made by Trustee Tracy Cole, seconded by Trustee Mike Gragg, to approve financials and claims for January 2022.

AYE: Chair Daniel Chepkaukas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee; Trustee Aanje Wilkerson

NAY: None

OTHER: Trustee Jaime Stout; (absent)

The Chair declared the motion approved.

**Item 4: Consider approval of financials and claims for February 2022, or take other necessary action. (Daniel Chepkaukas, Chair)**

Motion was made by Trustee Tracy Cole, seconded by Secretary/Treasurer Shiron Ray, to approve financials and claims for February 2022.

AYE: Chair Daniel Chepkaukas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee; Trustee Aanje Wilkerson

NAY: None

OTHER: Trustee Jaime Stout; (absent)

The Chair declared the motion approved.

**Item 5: Consider approval an amendment to the Bylaws, or take other necessary action. (Traci McGee, Trustee)**

Dr. Jerri Stoutermire discussed the details of Article 1, Section 1 and the request of one additional seat to the Tourism Board be available to citizens outside city limits. Specifically, the resolution reads, "At least eight (8) of the Trustees shall be the citizens and residents of the Beneficiary, one (1) Trustee may or may not be a resident of the Beneficiary. "The 30-day waiting period was met for changes. The appointment must be made by City Council. Attorney John Tyler Hammons confirmed that City Council must approve.

Motion was made by Trustee Traci McGee, seconded by Trustee Tracy Cole, to amend Bylaws.

AYE: Chair Daniel Chepkaukas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Sharon Champlin; Trustee Traci McGee;

NAY: Trustee Mike Gragg; Trustee Aanje Wilkerson

OTHER: Trustee Jaime Stout; (absent)

The Chair declared the motion approved.

**Item 6: Consider approval of an amendment to Resolution #2, amending the Tourism Advisory Committee, or take other necessary action. (Jordyn Jorgenson, Executive Director)**

Discussion among Staff and Trustees regarding the need for two additional seats to the Advisory Committee to increase total of seats from five to seven. Specifically, Section 2-Membership will read, "The committee shall be comprised of seven (7) members, all of whom shall be appointed by, and serve at the pleasure of , the Authority, subject to the following criteria: one member shall be appointed from within the membership of the Muskogee Hotel/Motel Lodging Association for an initial term of 4-years; one member shall be appointed from the governing board of Main Street Muskogee for an initial term of 3-years; one member shall be appointed from the leadership of the Castle of Muskogee for an initial term of 2-years; one member shall be the Chairman or Chairman's designee of the Greater Muskogee area Chamber of Commerce who shall serve a term commiserate with the term as Chairman; one member shall serve an initial term of 2 years representing museums; 2 members shall be appointed at large for an itial term of 1 year. The 30-day waiting period has been met.

Motion was made by Secretary/Treasurer Shiron Ray, and seconded by Trustee Traci McGee, to amend Resolution #2.

AYE: Chair Daniel Chepkaskas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee; Trustee Aanje Wilkerson

NAY: None

OTHER: Trustee Jaime Stout; (absent)

The Chair declared the motion approved.

**Item 7: Consider approval to add Dr. Jerri Stoutermire, Chief Operating Officer as a check signatory to all bank accounts. (Daniel Chepkaskas, Chair)**

Motion was made by Trustee Traci McGee, and seconded by Trustee Mike Gragg, to approve the addition to all bank accounts.

AYE: Chair Daniel Chepkaskas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee; Trustee Aanje Wilkerson

NAY: None

OTHER: Trustee Jaime Stout; (absent)

The Chair declared the motion approved.

**Item 8: Consider approval of the recommendations of the Advisory Committee or take other necessary action. (Daniel Chepkauskas, Chair)**

Discussion among Trustees and Staff regarding the recommendations of the Advisory Committee.

Motion was made by Trustee Traci McGee, and seconded by Secretary/Treasurer Shiron Ray, to approve the recommendations of the Advisory Committee.

AYE: Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee; Trustee Aanje Wilkerson

NAY: None

OTHER: Trustee Jaime Stout; (absent)

The Chair declared no action would be taken.

**Item 9: Receive reports from Oxford Productions, Inc.: Dr. Jerri Stoutermire, COO, Jordyn Jorgenson, Director of Tourism, or take other necessary action. (Daniel Chepkauskas, Chair)**

Staff discussed the upcoming steps for the 3-Year Strategic Plan explaining that the listening session will be the next step in that process. The future office space, final audit, Roxy parking lot repairs, Oklahoma Movie Hall of Fame, Bare Bones Festival, Legislative Day at the Capitol, Jefferson Highway meeting, Chamber Banquet, events on Memorial Day weekend, Visit Muskogee App, and Application for Advisory Committee are items discussed.

The Chair declared no action would be taken.

There being no other business before the Board of Trustees, the Chair declared the meeting adjourned at 4:39 PM.

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**Daniel Chepkauskas**  
**Chair**

ATTEST:

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**Sharon Ray**  
**Secretary/Treasurer**