

# MINUTES

## BOARD OF TRUSTEES OF THE MUSKOGEE TOURISM AUTHORITY REGULAR SESSION June 23, 2022

The Board of Trustees of the Muskogee Tourism Authority met in a Special Call Meeting at 4:00 p.m., on June 23, 2022, at The Roxy Theater, 220 W. Okmulgee, Muskogee, Oklahoma, with Chair Daniel Chepkaskas presiding.

### **Call Meeting to Order – Roll Call. (Daniel Chepkaskas, Chair)**

The meeting was called to order at 4:30 pm by Chair Daniel Chepkaskas and the roll was called as follows:

**Present:** Chair Daniel Chepkaskas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanje Wilkerson.

**Absent:** Trustee Sharon Champlin; Trustee Mike Gragg;

**Staff Present:** Dr. Jerri Stoutermire, Chief Operating Officer; Jordyn Jorgenson, Tourism Director; John Tyler Hammons, Attorney at Law

Chairman addressed the audience by asking if anyone had any public comments.

### **Item 1: Consider approval of the May 25, 2022 meeting minutes, or take other necessary action. (Daniel Chepkaskas, Chair)**

Motion was made by Trustee Jaime Stout, seconded by Trustee Tracy Cole, to approve the minutes for May 25, 2022.

**AYE:** Chair Daniel Chepkaskas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanje Wilkerson

**NAY:** None

**OTHER:** Trustees Sharon Champlin, Mike Gragg (absent)

The Chair declared the motion approved.

**Item 2: Consider approval of financials and claims for May 2022, or take other necessary action. (Daniel Chepkas, Chair)**

Motion was made by Trustee Jaime Stout, seconded by Trustee Traci McGee, to approve financials and claims for May 2022.

AYE: Chair Daniel Chepkas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanje Wilkerson

NAY: None

OTHER: Trustees Sharon Champlin, Mike Gragg (absent)

The Chair declared the motion approved.

**Item 3: Consider approval of report from the audit firm Morse & Co. regarding the '20-'21 annual audit, or take other necessary action. (Daniel Chepkas, Chair)**

Motion was made by Chairman Daniel Chepkas, seconded by Trustee Aanje Wilkerson, to approve financials and claims for April 2022.

AYE: Chair Daniel Chepkas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanje Wilkerson

NAY: None

OTHER: Trustees Sharon Champlin, Mike Gragg (absent)

The Chair declared the motion approved.

**Item 4: Consider authorizing Morse & Co. to perform the '21-'22 audit or take other necessary action. (Daniel Chepkas, Chair)**

Motion was made by Trustee Jaime Stout, seconded by Trustee Aanje Wilkerson to authorize Morse & Co. to perform the audit for '21-'22.

AYE: Chair Daniel Chepkas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanje Wilkerson

NAY: None

OTHER: Trustees Sharon Champlin, Mike Gragg (absent)

The Chair declared the motion approved.

**Item 5: Consider reappointment of Daniel Chepkaskas as Board Chair, or take other necessary action. (Daniel Chepkaskas, Chair)**

Discussion among Trustees ensued regarding the Chairman position. Motion was made by Trustee Jaime Stout and seconded by Aanje Wilkerson for the reappointment of Daniel Chepkaskas.

AYE: Chair Daniel Chepkaskas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanje Wilkerson

NAY: None

OTHER: Trustees Sharon Champlin, Mike Gragg (absent)

The Chair declared the motion approved.

**Item 6: Consider reappointment of Evelyn Hibbs as Board Vice-Chair, or take other necessary action. (Daniel Chepkaskas, Chair)**

Discussion among Trustees ensued regarding the Vice-Chairman position. Motion was made by Trustee Jaime Stout and seconded by Chair Daniel Chepkaskas the reappointment of Evelyn Hibbs.

AYE: Chair Daniel Chepkaskas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanje Wilkerson

NAY: None

OTHER: Trustees Sharon Champlin, Mike Gragg (absent)

The Chair declared the motion approved.

**Item 7: Consider appointment of Secretary/Treasurer Officer, or take other necessary action. (Daniel Chepkaskas, Chair)**

Discussion among Trustees regarding the Secretary/Treasurer position on the Authority Board. Trustee Traci McGee made Motion to appoint Trustee Tracy Cole as Secretary/Treasurer and was seconded by Trustee Aanje Wilkerson.

AYE: Chair Daniel Chepkaskas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanje Wilkerson

NAY: None

OTHER: Trustees Sharon Champlin, Mike Gragg (absent)

The Chair declared the motion approved.

**Item 8: Consider advisory committee appointments, or take other necessary action. (Daniel Chepkauskas, Chair)**

Chairman Daniel Chepkauskas discussed accepting application process for Advisory Committee. Trustee Traci McGee made Motion and seconded by Trustee Jaime Stout, for the application for appointments of the advisory committee.

AYE: Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanje Wilkerson

NAY: None

OTHER: Trustees Sharon Champlin, Mike Gragg (absent)

The Chair declared the motion approved.

**Item 9: Consider approval of the recommendations of the advisory committee, or take other necessary action. (Daniel Chepkauskas, Chair)**

Chairman Daniel Chepkauskas made Motion for this item to follow Item 12. Trustee Tracy Cole seconded the motion.

AYE: Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanje Wilkerson

NAY: None

OTHER: Trustees Sharon Champlin, Mike Gragg (absent)

The Chair declared the motion approved.

**Item 10: Consider approval of sponsored support, to purchase glasses with an approximate cost of \$1300.00 for the WISH Glasses/Flavors of Oklahoma event. (Daniel Chepkauskas, Chair)**

Dr. Jerri Stoutermire, Chief Operating Officer corrected the amount to be \$1,352.52. Motion made by Vice-Chair Evelyn Hibbs, and seconded by Secretary/Treasure Shiron Ray.

AYE: Chair Daniel Chepkas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanje Wilkerson

NAY: None

OTHER: Trustees Sharon Champlin, Mike Gragg (absent)

The Chair declared the motion approved.

**Item 11: Discuss and take possible action on Reports from Oxford Productions, Inc. regarding Visit Muskogee Tourism Program and Operation of the Roxy Theater, or take other necessary action. (Daniel Chepkas, Chair)**

Dr. Jerri Stoutermire, Chief Operating Officer gave presentation discussing the increased use of the Roxy, the need for marketing to draw visitors to museums and restaurants, and Muskogee being in the top 10 destinations in Oklahoma. Dr. Stoutermire also discussed future goals for the next 12 months including a Strategic Plan for the Roxy, membership drives, Film Friendly Certification, Tourism Office, Marketing by digital print and billboards. Jordyn Jorgenson, Tourism Director discussed best markable options. Oscar Ray of the Roxy Theater discussed how to make the Roxy a destination for tourist, with only 50 Roxy Theaters in the U.S. The Roxy will also be brining more concerts and movies to the Theater

No action taken.

**Item 12: Consider approval of FY '22-'23 budgets or take other necessary action. (Daniel Chepkas, Chair)**

Discussion of the need for more details for events and combined special events. Discussion of the different events such as Balloon Fest, Jeep Jam and money spent on those events. Trustee Traci McGee wants to see how money was spent on events.

Motion made by Trustee Jaime Stout and seconded by Trustee Aanje Wilkerson to approve budget for FY '22-'23.

AYE: Chair Daniel Chepkas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanje Wilkerson

NAY: None

OTHER: Trustees Sharon Champlin, Mike Gragg (absent)

The Chair declared the motion approved.

**Item 13: Discuss and take possible action on the future Tourism office space located at 216 W. Okmulgee. (Daniel Chepkauskas, Chair)**

Trustees discussed the new location and start up money needed to get new Tourism office ready for operating. Motion was made by Trustee Jaime Stout and seconded by Traci McGee to approve actions needed to make new office space operational.

AYE: Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Shiron Ray; Trustee Tracy Cole; Trustee Traci McGee; Trustee Jaime Stout; Trustee Aanje Wilkerson

NAY: None

OTHER: Trustees Sharon Champlin, Mike Gragg (absent)

The Chair declared the motion approved.

**Item 14: Discuss future meeting format and locations, or take other necessary action. (Daniel Chepkauskas, Chair)**

Dr. Jerri Stoutermire discussed meeting location options and onboard for Trustees.

No action taken.

There being no other business before the Board of Trustees, the Chair declared the meeting adjourned at 6:06 pm.

---

**Daniel Chepkauskas**  
**Chair**

ATTEST:

---

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