

## MINUTES

### SPECIAL CALL BOARD OF TRUSTEES OF THE MUSKOGEE TOURISM AUTHORITY DECEMBER 8, 2022

The Board of Trustees of the Muskogee Tourism Authority met in a Special Session at 4:00 p.m., on Thursday, December 8, 2022, at 216 W. Okmulgee, Muskogee, Oklahoma, with Chair Daniel Chepkasuskas presiding.

**Item 1: Roll call and recognize Citizens wishing to speak. (Daniel Chepkasuskas, Chair)**

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

**Present:** Chair Daniel Chepkasuskas; Secretary/Treasury Tracy Cole; Trustee Mark Patel; Trustee Tim Wheeler; Trustee Aanje Wilkerson

**Absent:** Vice Chair Evelyn Hibbs; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee

**Staff Present:** Avery Frix, Oxford Management; Dr. Jerri Stoutermire, Chief Operating Officer; Jordyn Jorgeson, Tourism Director; Tammye Howell, Deputy Director of Tourism; Angie O'Neal, Assistant to John Tyler Hammons; Jennifer Sweazy, City of Muskogee

**Item 2: Consider approval of the November 17, 2022 meeting minutes, or take other necessary action. (Daniel Chepkasuskas, Chair)**

**Motion made by Secretary/Treasurer to approve the minutes as prepared, seconded by Trustee Tim Wheeler.**

**AYE:** Chair Daniel Chepkasuskas; Secretary/Treasury Tracy Cole; Trustee Mark Patel; Trustee Tim Wheeler; Trustee Aanje Wilkerson

**NAY:** None

**OTHER:** Vice Chair Evelyn Hibbs; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee

The Chair declared the motion approved.

**Item 3: Consider adopting new policies and applications for grant requests and replace Resolution #2, Section #4 with the new policies, or take other necessary action. (Daniel Chepkasuskas, Chair)**

**Dr. Stoutermire discussed policies and procedures changes for the Tourism Grant applications making it easier to track and understand approval or denial of applications and also includes an application checklist for applicants.**

**Motion made by Chairman Daniel Chepkasuskas to approve, seconded by Trustee Tracy Cole.**

**AYE:** Chair Daniel Chepkasuskas; Secretary/Treasury Tracy Cole; Trustee Mark Patel; Trustee Tim Wheeler; Trustee Aanje Wilkerson

**NAY:** None

**OTHER:** Vice Chair Evelyn Hibbs; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee

The Chair declared the motion approved.

**Item 4: Discuss and consider an amendment to the Management Agreement with Oxford Productions, Inc., including amending the calculation of the incentive fee, not raising the incentive fee cap, including holiday staff bonuses and other factors to determine incentive fee amount or take other necessary action. ((Daniel Chepkasuskas, Chair)**

**Avery Frix discussed the amendment to the Management Agreement, to allow the Executive Committee to make the determination annually rather than the formula.**

**Motion made by Secretary/Treasurer Tracy Cole to approve the amendment to the management agreement, seconded by Trustee Aanje Wilkerson.**

**AYE:** Chair Daniel Chepkasuskas; Secretary/Treasury Tracy Cole; Trustee Mark Patel; Trustee Tim Wheeler; Trustee Aanje Wilkerson

**NAY:** None

**OTHER:** Vice Chair Evelyn Hibbs; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee

The Chair declared the motion approved.

**Item 5: Discuss and consider approval of a proposal to the City of Muskogee regarding the Muskogee Civic Center or take other necessary action. (Daniel Chepkasuskas, Chair)**

**Avery Frix asked consent from the Board of Trustees for Staff to discuss the possibility of the Civic Center under the management of the Muskogee Tourism Authority. Mr. Frix asked if there were any objections from the Board of Trustees to begin those conversations. Mr. John Cruz was present and supportive of the possibility.**

**No action was taken and no objections were made to move forward with discussions.**

**Item 6: Discuss and consider approval to request semi-annual or quarterly payments from the City of Muskogee or take other necessary action. (Daniel Chepkasuskas, Chair)**

**Discussion among staff members regarding the request to change payment schedule which would help with cash flow.**

**Motion made by Secretary/Treasurer Tracy Cole to approve request of payment changes from the City of Muskogee, seconded by Trustee Tim Wheeler.**

**AYE:** Chair Daniel Chepkauskas; Secretary/Treasury Tracy Cole; Trustee Mark Patel; Trustee Tim Wheeler; Trustee Aanje Wilkerson

**NAY:** None

**OTHER:** Vice Chair Evelyn Hibbs; Trustee Sharon Champlin; Trustee Mike Gragg; Trustee Traci McGee

The Chair declared the motion approved.

**Item 7: Receive updates from Oxford Productions, Inc. on the operation of the Roxy Theater and Visit Muskogee Tourism Program. Daniel Chepkauskas, Chair)**

Dr. Stoutermire discussed the Roxy events and partnership with Three Rivers Museum and the multiple bookings with the local schools. The Tourism portal and kiosks are being returned to previous locations. The Bass Tournament will be taking place in March and have had committee meeting in preparation for event. Staff is working on wrapping up year-end reports.

Jordyn Jorgenson presented the Visit Muskogee Ongoing Holiday Happenings cards and described purpose. January 1, 2023 will be the start of the new application process for grants available through the MTA. The MTA party will be held on Tuesday, December 20<sup>th</sup> from 5:00 to 8:00 p.m. The presentation to Muskogee City Council will be on December 12, 2022.

Avery Frix introduced Tammye Howell as the Deputy Director of Tourism and explained that she will be responsible for handling RFP responses in addition to daily duties.

Tammye Howell discussed a few things that she is working on including Family Motor Coach Association's Southwest Rally interest in Hatbox. The FMCA has 73,000 members and this could be a multiple year contract. Avery Frix spoke of the improvements needed at Hatbox to accommodate this event.


Avery Frix presented video highlighting the Visit Muskogee and Tourism Authority that will be presented at the next City Council meeting.

No action taken.

There being no other business before the Board of Trustees, the Chair declared the meeting adjourned at 4:33 pm.

  
\_\_\_\_\_  
Daniel Chepkauskas  
Chair

ATTEST:



---

Tracy Cole  
Secretary/Treasurer