

## MINUTES

### BOARD OF TRUSTEES OF THE MUSKOGEE TOURISM AUTHORITY NOVEMBER 17, 2022

The Board of Trustees of the Muskogee Tourism Authority held the regularly scheduled meeting at 4:00 p.m., on Thursday, November 17, 2022, at the Roxy Theater, 220 W. Okmulgee, Muskogee, Oklahoma, with Chair Daniel Chepkauskas presiding.

**Item 1: Roll call and recognize Citizens wishing to speak. (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/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Tim Wheeler

**Absent:** Trustee Sharon Champlin; Trustee Traci McGee; Trustee Mark Patel; Trustee Aanje Wilkerson.

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

**Trustee Traci McGee joined meeting at 4:01pm.**

**Item 2: Consider approval of the September 29, 2022 and October 16, 2022 meeting minutes, or take other necessary action. (Daniel Chepkauskas, Chair)**

**Motion made by Trustee Mike Gragg to approve the minutes as prepared, seconded by Trustee Tim Wheeler.**

**AYE:** Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler.

**NAY:** None

**OTHER:** Trustee Sharon Champlin; Trustee Mark Patel; Trustee Aanje Wilkerson

The Chair declared the motion approved.

**Trustee Aanje Wilkerson joined meeting at 4:04 pm.**

**Item 3: Consider approval of Muskogee Tourism Authority financials and claims for September and October 2022 and October 2022. (Daniel Chepkauskas, Chair)**

**Motion made by Trustee Traci McGee to approve the financials and claims for September and October 2022, seconded by Trustee Tracy Cole.**

**AYE:** Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson

**NAY:** None

**OTHER:** Trustee Sharon Champlin; Trustee Mark Patel

The Chair declared the motion approved.

**Item 4: Consider approval of Muskogee Tourism Authority Board of Trustees and Muskogee Tourism Authority's Advisory Committee's 2023 Meeting Schedule, or take other necessary action. (Daniel Chepkauskas, Chair)**

**Motion made by Trustee Mike Gragg to approve the meeting schedule as presented, seconded by Trustee Tim Wheeler.**

**AYE:** Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson

**NAY:** None

**OTHER:** Trustee Sharon Champlin; Trustee Mark Patel

The Chair declared the motion approved.

**Item 5: Consider approval of an update to Resolution #3, including grant procedures, capitalization of assets as recommended by Auditor, reclassifying funds held at Arvest Bank, or take other necessary action. (Daniel Chepkauskas, Chair)**

**Discussion of the need to reclassify funds were lapsed by the one-year mark to spend accordingly for the purpose of capital improvement.**

**Motion made by Chairman Daniel Chepkauskas to approve the update of Resolution #3, seconded by Trustee Mike Gragg.**

**AYE:** Chair Daniel Chepkas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson

**NAY:** None

**OTHER:** Trustee Sharon Champlin; Trustee Mark Patel  
The Chair declared the motion approved.

**Item 6: Consider approval of previously submitted grant applications requiring additional documentation and current recommendations from the Advisory Committee, or take other necessary action. (Daniel Chepkas, Chair)**

**Discussion among Trustees regarding the request for grant for Oklahoma PHA Desert Shrine to be paid retroactively. Trustee Tracy Cole discussed the reason for bringing to board for review. The Chairman discussed the event had already taken place. Attorney John Tyler Hammons advised that board should not fund event in retrospect unless you have guarantee for future event. Trustee Aanje Wilkerson spoke of the repercussions of others asking for retro funding for the next year.**

**Motion made by Trustee Aanje Wilkerson to approve grant support for next year pending the application process, seconded by Trustee Traci McGee.**

**AYE:** Chair Daniel Chepkas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson

**NAY:** None

**OTHER:** Trustee Sharon Champlin; Trustee Mark Patel

The Chair declared the motion approved.

**Item 7: Consider declaring certain items surplus to be sold in the City of Muskogee's surplus auction or take other necessary action. (Daniel Chepkas, Chair)**

**Dr. Stoutermire discussed the items to be surplus are no longer needed or in service.**

**Motion made by Chairman Daniel Chepkas to move items to surplus, seconded by Trustee Aanje Wilkerson.**

**AYE:** Chair Daniel Chepkas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson

**NAY:** None

OTHER: Trustee Sharon Champlin; Trustee Mark Patel

The Chair declared the motion approved.

**Item 8: Consider adopting a conflict-of-interest policy for the Board of Trustees and Advisory Committee, or take other necessary action. (Daniel Chepkas, Chair)**

**Dr. Stoutermire discussed the need to have policy in place. Attorney John Tyler Hammons explained conflict of interest and the need to sustain from voting if conflict exists.**

**Motion made by Chairman Daniel Chepkas to approve the conflict-of-interest policy, seconded by Trustee Mike Gragg.**

AYE: Chair Daniel Chepkas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson

NAY: None

OTHER: Trustee Sharon Champlin; Trustee Mark Patel

The Chair declared the motion approved

**Item 9: Consider approval of FY 2022-2023 mid-year budget adjustment or take other necessary action. (Daniel Chepkas, Chair)**

**Dr. Stoutermire discussed the need to transfer funds to be in budget for fiscal year.**

**Motion made by Trustee Traci McGee to approve the budget adjustments, seconded by Trustee Mike Gragg.**

AYE: Chair Daniel Chepkas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson

NAY: None

OTHER: Trustee Sharon Champlin; Trustee Mark Patel

The Chair declared the motion approved

**Item 10: Receive and consider approval of FY 2021-2022 audit report from Morse & Co. or take other necessary action. (Daniel Chepkauskas, Chair)**

**Dr. Stoutermire discussed the audit report is complete and in good standing.**

**Motion made by Chairman Daniel Chepkauskas to approve the audit report for FY 2021-2022, seconded by Secretary/Treasurer Tracy Cole.**

**AYE:** Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson

**NAY:** None

**OTHER:** Trustee Sharon Champlin; Trustee Mark Patel

The Chair declared the motion approved

**Item 11: Receive Annual Report and consider submission to the City of Muskogee or take other necessary action. (Daniel Chepkauskas, Chair)**

**Staff presented video of the proposed Annual Report and discussed items presented in report including goals and business priorities, growth, following the strategic plan, RFP wins, implemented visitor tracking, lodging, visitor center, new grant process, advertising, and the need to begin planning for capital projects.**

**Motion made by Secretary/Treasurer Tracy Cole to approve the annual report to be given to the City of Muskogee, seconded by Trustee Aanje Wilkerson.**

**AYE:** Chair Daniel Chepkauskas; Vice Chair Evelyn Hibbs; Secretary/Treasurer Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson

**NAY:** None

**OTHER:** Trustee Sharon Champlin; Trustee Mark Patel

The Chair declared the motion approved

**Item 12: Receive and take possible action on Reports from Oxford Productions, Inc. regarding the Visit Muskogee Tourism Program and Operation of the Roxy Theater or take other necessary action. (Daniel Chepkauskas, Chair)**

**Dr. Jerri Stoutermire advised that these reports were covered in Item 11.**

No action taken.

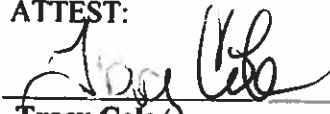
There being no other business before the Board of Trustees, the Chair declared the meeting adjourned at 5:13 pm.



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**Daniel Chepkauskas**  
**Chair**

ATTEST:



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**Tracy Cole**  
**Secretary/Treasurer**