

Tahlequah Area Chamber of Commerce
Board of Directors Regular Meeting Minutes
December 20, 2017

The regular December meeting was held on December 20, 2016 with notice given by email to the Tahlequah City Clerk, and the agenda for said meeting posted at the Chamber offices before 5:00 on December 16, 2016. Todd Mutzig called the meeting to order at 7:30am. In attendance were the following board directors:

Isabel Baker, Mike Crawley, Suzanne Myers, Russell Sain (arrived at 7:38), Angie Taylor, Kin Thompson, Steve Turner, Jodeen Worth, Bayly Wright, Todd Mutzig, Jerry Cook, Stephen Highers, Anna Knight, Jim Berry and Glen Elliott. Absent were JoAnn Bradley, Dower Combs, Erin Feller, Freddie Ferrell, Michael Stopp, Coleen Thornton, and Angela Tinsley. Also present were Laura Doss, Melissa Harris, Ginny Maiden, Alicia Mc Dowell, Alan Chapman and Lori Kimble.

A quorum was lacking at the start of the meeting so President Todd Mutzig started with the committee reports.

Governance chair Anna Knight reported to the board that Chad Eagleton is no longer on the board due to absences based on the Bylaws. This vacancy will need to be filled. The Governance committee is putting forth Jim Berry to fill the vacant board seat of Matt Meredith and fill out his remaining term. Jim Berry has currently been serving as a non-voting Associate Director. The board will be voting on this recommendation in item 8H.

Finance Committee Chair Angie Taylor had no report.

CVB Chair Kin Thompson announced the resignation of Melissa Harris effective December 22, 2016. Melissa has taken a teaching position at Tahlequah High School. A search committee will be forming very soon to fill this position. Kin reported that Jennie Finch, an Olympic Softball Player, will be hosting a camp in Tahlequah in October 2017. This is a market that the CVB feels they would like to pursue. A strategic planning session for the CVB was held in December. Kin will talk more about the strategic planning session in January.

There was no TYPE report.

Community Development Co-Chair Suzanne Myers reported on the Christmas Parade. Big thanks to the Tahlequah Police Department for helping. The parade committee is currently looking at dates for the parade for next year. Dr. Turner made the statement that NSU commencement will be December 16th next year if that helped in planning for a date for the Christmas Parade 2017.

Russell Sain arrived at 7:38. With the arrival of Russell a quorum was reached so that voting could occur.

Economic Development Chair Russell Sain reported that the city will be working with Crafton-Tull to work on a comprehensive Master Plan.

Audit Committee Chair Mike Crawley introduced Lori Kimble. Lori presented the FY 2015 Audit to the board on behalf of Alan Chapman. After the presentation of the Audit, Alan Chapman reminded the board that an Annual Financial Statement Audit does not replace oversight responsibility. This is a clean report from Auditing Standards.

At this time the Board President Todd Mutzig returned to Agenda item 3. Steve Turner motioned to approve the minutes from the November 22, 2016 regular meeting. The motion was seconded by Isabel Baker. The motion passed unanimously.

Treasurer Angie Taylor presented the Treasurers Report. Steve Turner noted that check #2702 for \$760 was for depositions in the Kate Kelly lawsuit. It is a one-time charge and not recurring. Mike Crawley motioned to accept the Treasurers Report. Russell Sain seconded this motion. The motion passed unanimously.

Executive Director Laura Doss presented the membership report. There were 5 new members and 13 renewals. Isabel Baker motioned to approve the membership applications and renewals. Kin Thompson seconded the motion. The motion passed unanimously.

Executive Director Laura Doss presented her report to the Board. Thank you to Todd and Paula Mutzig for hosting a Christmas Party for the Board and Ambassadors. Toys were collected and donated to the Toys for Tots toy drive. Laura reported that the Christmas Parade was a success. There was a great turnout at the 5 after 5 event held at Property Solutions. Whimsey House of Beads is the location of the January 5 after 5 Event. Sara Kelly Combs hosted the quarterly women's breakfast in December at ICTC. The Palms will host the next quarterly women's breakfast scheduled in March. Welcome to Alicia McDowell as the new Events and Communications Coordinator. Upcoming events for the Chamber this spring are the Legislative Focus series and the State of the Community luncheon. Fairpoint Communications hosted 3 different meet and greets at the chamber and were very happy with the turnout of the community. The Leadership Tahlequah Class toured the city for their December class. Laura has a goal of a yearly events calendar. She is diligently working on this.

President Todd Mutzig wanted to express the Boards appreciation to FairPoint Communications for sponsoring this year's Christmas Parade.

Dr. Steve Turner spoke to the Board about the developments with the David Moore case. At the US Attorney sentencing hearing held December 15, 2016, David Moore was sentenced to 33 month on 3 different charges. He will serve these consecutively. He will also serve 33 month of probation following his release from jail for each count. These will be served consecutively as well. In the sentencing, the Judge ordered David Moore to repay to the Tahlequah Area Chamber of Commerce \$330,276.74 as well as the \$10,000 Surety Bond. He is also ordered to pay the IRS in Austin TX \$134,861.32 for tax dollars collected and kept and penalties. Order of restitution is to the Chamber first and then to the IRS. This order by the US Attorney releases the Tahlequah Area Chamber of Commerce of the IRS liability. David Moore is scheduled to appear in District Court at 9:00am December 21, 2016 to plea to charges in addition to the federal charges. It will be served after when the federal time ends. The Civil Lawsuit involving Kate Kelley is still ongoing.

In Item 8a Isabel Baker motions to accept the FY 2015 Audit. Angie Taylor seconds this motion. The motion passed unanimously.

In Item 8b Kin Thompson presented the Tourism EOY 2015-2016 Financials. Steve Turner motioned to approve the Tourism EOY 2015-2016 Financials. Isabel seconded the motion. The motion passed unanimously.

In Item 8c, Mike Crawley motioned to approve Tahlequah Lumber as Spotlight Business of the Month for January. Russell Sain seconded this motion. The motion passed unanimously.

In Item 8d, Angie Taylor motioned to approve the Tourism FY 2016-2017 budget modification of \$800 for postage. Mike Crawley seconded this motion. The motion passed unanimously.

In Item 8e, a draft of a letter was presented to the board by Dr. Steve Turner. This letter is in support of increased funding for all education levels in Oklahoma and will be mailed to the Governor, Lt. Governor, Senate Pro-Tem of the Senate and Speaker of the House of Representatives. Isabel Baker motions support of such letter to be sent on behalf of the Tahlequah Area Chamber of Commerce. Kin Thompson seconded this motion. The motion passed unanimously.

In item 8f, Jerry Cook presented the "One Voice" initiative. Kin Thompson motioned that the Tahlequah Area Chamber of Commerce endorse the "One Voice" initiative. Bayly Wright seconded the Motion. Isabel Baker, Mike Crawley, Suzanne Myers, Russell Sain, Kin Thompson, Steve Turner, Jodeen Worth, and Bayly Wright vote yes. Angie Taylor voted No. Motion passes.

In Item 8G no vote was needed to accept the resignation of Melissa Harris as Tourism Direct of TACVB. Ginny Maiden expressed her appreciation to Melissa for the great work she has done for the CVB and that she will be missed.

In Item 8h, Mike Crawley motioned to approve Jim Berry to fill the vacant seat of Matt Meredith and fill out his remaining term per the Governance Committee recommendation. Isabel Baker seconded this motion. The motion passed unanimously.

No New Business

In announcements, Suzanne Myers wanted to thank Tahlequah Lumber for all their help with the Christmas Parade and Norris Pole. They donated inflatables and were very helpful in anything that was needed. Suzanne also wanted to thank the radio station for all the help promoting the parade and Norris Pole.

No further business before the Board, Mike Crawley motioned to adjourn the meeting at 8:42. Bayly Wright seconded the motion. The motion passed unanimously.

Signed: _____ Date: _____

Jodeen Worth, Secretary