

Meeting Minutes

Tahlequah Area Convention and Visitors Bureau Regular Meeting

Thursday, December 14, 2017 @ 8:00 a.m.

Tahlequah Chamber of Commerce

123 Delaware Tahlequah, OK 74464

1. Call to Order 8:05 Roll Call Present: Kin Thompson, Genny Maiden, Marcus Olive, Rusty Clark, Callie Chunestudy, Bayly Wright, David Fowler, Aubrey Valdez. Not present: Diane Rutland, Candy Jarvis, Nate King, Kirsti Cook
2. Introduction of Guests: Austin Spears, Mercedes Goins, Anna Knight.
3. Discussion and possible action on the Minutes of the November 9, 2017 regular meeting. – M-Callie Chunestudy, 2nd-Genny Maiden, Majority-Yes Bayly Wright absent, Motion Passed.
4. Discussion and possible action on tourism Financials. (Genny Maiden) A few of the formulas in the spreadsheet rendered some wrong numbers, Genny to correct. Move to accept with corrections –Rusty Clark, 2nd- Marcus Olive, Majority-Yes, Bayly Wright abstained, Motion Passed.
5. TACVB Report (Mercedes Goins) – Upcoming events look promising, recent events had no issues.
 - a. Clare Fennell will take over Madison’s duties beginning Dec 18th, Madison has resigned and will be graduating NSU at the upcoming winter commencement.
 - b. Adobe Creative Cloud is expired due to changing of credit card with the resignation of Chamber Executive Director Laura Doss, a new Chamber purchase will be used to renew the subscription.
 - c. Christmas Parade went well
6. Discussion on-boarding Aubrey Valdez, TACVB Assistant Director: Welcome Aubrey! The outlined schedule to assist Aubrey in familiarizing with Tahlequah is in good shape. We will amend to include the CN and UKB administrations, Callie Chunestudy will arrange a time to tour all of Cherokee related sites.
7. Discussion on hiring decision for part time Intern: As detailed in the TACVB report, Clare Fennell will assume Madison’s responsibilities.
8. Discussion and possible action on Contract and production of Visitor Guide: A few errors were corrected in the contract. Motion to accept amendments and move forward with project – Callie Chunestudy, 2nd-Genny Maiden, All-Yes Motion Passed.
9. Discussion and possible action to fill vacancies on committee. Austin Spears, owner/operator of Arrowhead Floats, introduced himself and expressed his interest in the committee. M-Genny Maiden, 2nd-Rusty Clark, All- Yes, Motion Passed. Austin will begin his term at the January 2018 meeting.
10. Discussion and possible action on meeting dates for 2018 – Motion to accept- Callie Chunestudy, 2nd-Genny Maiden, All-Yes, Motion Passed.
11. Committee Reports
 - a. Marketing/MVC (Kin Thompson/Mercedes Goins) –
 - i. B.A.S.S. College Tournament: Looks promising, more community feedback/buy-in will be sought to confirm or decline by mid-January
 - ii. Archery Tournament: Bayly reported that the event will not be held in Tahlequah due to the location not being approved by the event’s board.
 - iii. MVC: No real interested parties in the reconstruction of the truck. A path forward will be determined as Aubrey becomes familiar with the project.

- iv. Springhill Press Map – Recommended that we not move forward, as we have several current versions of Tahlequah area maps
 - v. “Connect with Tour Tahlequah” – Approved \$350 for artwork. Will be distributed in cabins and passed out to visitors of Tenkiller area state parks.
 - b. Community Engagement (Rusty Clark): n/a
 - c. Governance/Finance (Genny Maiden): n/a
12. New/Unforeseen
13. Chamber Update – Anna Knight: Chamber hiring committee has interviewed several candidates for the Chamber Executive Director position, they will meet again on Monday and anticipate having a recommendation for the Chamber Board on Tuesday, Dec 19.
14. Announcements:
- a. David submitted information for a possible tourism app for visitors to Tahlequah, Bayly showed us a few versions that are already going for the city, further discussion as Aubrey becomes familiar with current projects will ensue.
 - b. Bayly Wright’s baby is due Dec 24th.
15. Adjourn 9:15 M-Callie Chunestudy

Signed: _____ Date: _____
 Callie Chunestudy, TACVB Committee Secretary

Attachments to original agenda:

- Minutes 11/9/17 regular meeting
- Bank statement & Reconciliation (provided at meeting)
- Disbursement worksheet (provided at meeting)
- Budget spreadsheet (provided at meeting)
- TACVB Report (provided at meeting)
- Aubrey 30-45 day On-boarding plan
- Visitors Guide Contract
- 2018 Meeting dates
- Marketing Meeting Notes
- Committee Contact List