

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to committee or the recommending body. Under certain circumstances items are deferred to a specific date or stricken from the agenda entirely.

**POSTED May 21, 2024**

**SPECIAL CALLED NOTICE OF MEETING:  
Muskogee Tourism Authority Trust Meeting  
Date: Thursday, May 23, 2024, 12:00pm**

Location: Muskogee Tourism Office, 216 West Okmulgee, Muskogee OK 74401

**TO: ALL MEMBERS OF THE Muskogee Tourism Authority Trust**

Chairman: Evelyn Hibbs		Trustee: Traci McGee	
Vice Chair: Daniel Chepkuskas		Trustee: Mark Patel	
Secretary/ Treasurer: Tracy Cole		Trustee: Tim Wheeler	
Trustee: Patrick Cale		Trustee: Aanje Wilkerson	
Trustee: Mike Gragg		Ex-Officio Non-Voting Member: Mike Miller	

**AGENDA**

1. Call meeting to order, recognize Citizens wishing to speak.
2. Consider removing Former Secretary/Treasurer Sharon Ray as an authorized signer on all Muskogee Tourism Authority Accounts at Firststar Bank and Arvest Bank.
3. Reaffirm the addition of Secretary/Treasurer Tracy Cole as an authorized signer on all Muskogee Tourism Authority Accounts at Firststar Bank and Arvest Bank.
4. Discuss and consider adoption of Fiscal Year 2024-2025 budget or take other necessary action.
5. Consider resending a previous motion to open a Reserve account at American Bank of Oklahoma.
6. Consider resending a previous motion to open a Reserve account at Bank of Oklahoma.
7. Consider opening an account at American Bank of Oklahoma for restricted funds to be used for the Muskogee Film Incentive Program with signature authority for Evelyn Hibbs, Tracy Cole, Avery Frix and Marlon Coleman, with an initial deposit of \$75,000 of the carry-over Hotel Motel Tax funds.
8. Consider opening an account at Bank of Oklahoma for restricted funds to be used for the New Events with signature authority for Evelyn Hibbs, Tracy Cole, Avery Frix and Marlon Coleman, with an initial deposit of \$100,000 of the carry-over Hotel Motel Tax funds.
9. Consider opening an account at Firststar Bank for unrestricted Visit Muskogee operating funds with signature authority for Evelyn Hibbs, Tracy Cole, Avery Frix and Marlon Coleman.
10. Consider opening an account at Firststar Bank for unrestricted Roxy Theater operating funds with signature authority for Evelyn Hibbs, Tracy Cole, Avery Frix and Marlon Coleman.
11. Consider adopting guidelines for the Film Incentive Program or take other necessary action.
12. Consider opening an account at Mabrey Bank for restricted funds to be used for large projects/capital projects, with signature authority for Evelyn Hibbs, Tracy Cole, Avery Frix and Marlon Coleman, with an initial deposit of \$100,000 of the carry-over Hotel Motel Tax funds.
13. Consider opening an account at BancFirst for restricted funds to be used for large projects/capital projects, with signature authority for Evelyn Hibbs, Tracy Cole, Avery Frix and Marlon Coleman, with an initial deposit of \$100,000 of the carry-over Hotel Motel Tax funds.

14. Consider opening an account at Armstrong Bank for restricted funds to be used for large projects/capital projects, with signature authority for Evelyn Hibbs, Tracy Cole, Avery Frix and Marlon Coleman, with an initial deposit of \$155,000 of the carry-over Hotel Motel Tax funds.
15. Consider approval of a Memorandum of Understanding between the Muskogee Tourism Authority and the Three Rivers Museum and authorize the issuance of a payment in the amount of \$60,000 from the specified Muskogee Tourism Authority reserve fund, a fund to be reimbursed as tourism funds are received from the City of Muskogee or take other necessary action.
16. Consider approval of a Memorandum of Understanding between the Muskogee Tourism Authority and the Oklahoma Music Hall of Fame and authorize the issuance of payments quarterly or take other necessary action.
17. Consider approval of a Memorandum of Understanding between the Muskogee Tourism Authority and the Batfish War Memorial Trust and authorize the issuance of payments quarterly or take other necessary action.
18. Consider approval of a Memorandum of Understanding between the Muskogee Tourism Authority and Muskogee Parks and Recreation for the issuance of payments for Hatbox Sports Complex tourism events, and the Muskogee Balloon Festival as line-itemed by the City of Muskogee or take other necessary action.
19. Consider receipt and disbursement of tourism funds of \$60,000 from the City of Muskogee to the Muskogee Tourism Authority for Roxy Theater operations.
20. Consider authorizing the executive committee and Oxford Productions, Inc. (Executive Director) to negotiate with the landlord and issue bids for Visitor Information Center signage and building improvements or take other necessary action.
21. Consider authorizing the executive committee and Oxford Productions, Inc. (Executive Director) to negotiate with the Oklahoma Department of Transportation and the City of Muskogee regarding way finding signage improvements and issue bids for Wayfinding Signage or take other necessary action.
22. Review and consider approval of the audit prepared by Morse and Co. for Fiscal Year 2022-2023 or take other necessary action.
23. Consider engaging Morse and Co. for auditing services for the fiscal year 2023-2024 or take other necessary action.
24. Adjourn.