

**MINUTES OF SPECIAL CALL  
BOARD OF TRUSTEES OF THE  
MUSKOGEE TOURISM AUTHORITY  
JUNE 6, 2023**

The Board of Trustees of the Muskogee Tourism Authority met in a Special Call Meeting at 11:30 a.m., on Tuesday, June 6, 2023, at Muskogee Tourism Office, 216 W. Broadway, Muskogee, Oklahoma, with Vice-Chairman Evelyn Hibbs residing.

**Item 1: Roll call and recognize Citizens wishing to speak. (Evelyn Hibbs, Vice-Chairman)**

The meeting was called to order at 11:43 am by Vice-Chairman Evelyn Hibbs and the roll was called as follows:

**Present:** Vice Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Aanje Wilkerson

**Absent:** Chair Daniel Chepkuskas; Trustee Sharon Champlin; Trustee Mark Patel; Trustee Tim Wheeler

**Staff Present:** Tammye Howell, Executive Director of Tourism; Avery Frix, President, Oxford Productions; John Tyler Hammons, Attorney; Angie O'Neal, Assistant to John Tyler Hammons

**Item 2: Discuss and consider approval of budget for July 2023-June 2024, or take other necessary action. (Evelyn Hibbs, Vice-Chair)**

Staff members Avery Frix and Tammye Howell discussed the new budget is broken down into line items for clarification. Emphasis will be placed on marketing, new event development, tours, branding and tourism awards. Discussion ensued by Board and Staff that we need seed money to bring in new events instead of past practices of giving money to same events each year. We need a cap of \$5,000 to repeat events, since their events have many other sponsors each year. The group spoke of grant partnerships and the need for new events. Requiring a post event report to receive the send half of funding was agreed on by all.

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

**AYE:** Vice Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Aanje Wilkerson

**NAY:** None

**OTHER:** Chair Daniel Chepkuskas; Trustee Sharon Champlin; Trustee Mark Patel; Trustee Tim Wheeler

The Chairman declared the motion approved.

**Item 3: Consider authorizing Staff to make determinations for Event Sponsorship Grant Applications up to \$500.00 or take other necessary action. (Evelyn Hibbs, Vice-Chair)**

Avery Frix informed the Board that the application process will be the same but gives Staff the authority to approve applications where the requested amount is \$500 and below.

**Motion made by Trustee Aanje Wilkerson for Staff to approve applications below \$500.00, seconded by Trustee Mike Gragg.**

AYE: Vice Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Aanje Wilkerson

NAY: None

OTHER: Chair Daniel Chepkas; Trustee Sharon Champlin; Trustee Mark Patel; Trustee Tim Wheeler

The Chairman declared the motion approved.

**Item 4: Review regular meeting schedule for the remainder of the year (2023) and consider adding, cancelling, or modifying time of meetings, or take other necessary action. (Evelyn Hibbs, Vice-Chair)**

Staff informed the Board that the Advisory Committee meetings have been moved to quarterly meetings. Discussion of the need for meetings can be a Special Call Meeting if the need arises for a meeting in between newly scheduled meeting.

**Motion made by Trustee Aanje Wilkerson for approval of changes to meeting schedule, seconded by Trustee Traci McGee.**

AYE: Vice Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Aanje Wilkerson

NAY: None

OTHER: Chair Daniel Chepkas; Trustee Sharon Champlin; Trustee Mark Patel; Trustee Tim Wheeler

The Chairman declared the motion approved.

**Item 6: Authorize Morse and Co. to perform audit for the Muskogee Tourism Authority for the period of July 1, 2022 – June 30, 2023, or take other necessary action.**

Avery Frix informed the Board that Morse & Co. has met expectations and would like to continue with their service.

**Motion made by Trustee Mike Gragg for approval of services by Morse & Co., seconded by Trustee Traci McGee.**

**AYE:** Vice Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Aanje Wilkerson

**NAY:** None

**OTHER:** Chair Daniel Chepkuskas; Trustee Sharon Champlin; Trustee Mark Patel; Trustee Tim Wheeler

The Chairman declared the motion approved.

There being no other business before the Board of Trustees, the Chair declared the meeting adjourned at 12:16 pm.

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**Evelyn Hibbs, Vice-Chair**

**ATTEST:**

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