

**MINUTES**  
**BOARD OF TRUSTEES OF THE**  
**MUSKOGEE TOURISM AUTHORITY**  
**Special Call Meeting**  
**May 23, 2024**

The Board of Trustees of the Muskogee Tourism Authority met at 12:00 p.m., on Thursday, May 23rd, 2024, at Muskogee Tourism Office, 216 W. Broadway, Muskogee, Oklahoma, with Chairman Evelyn Hibbs residing.

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

The meeting was called to order at 12:00 pm by Chairman Evelyn Hibbs and the roll was called as follows:

**Present:** Chair; Evelyn Hibbs Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Mark Patel; Trustee Tim Wheeler; Trustee Aanje Wilkerson, Trustee Patrick Cale; Ex-Officio Non Voting Member: Mike Miller

**Absent:** Vice Chair Daniel Chepkaukas

**Staff Present:** Marlon Coleman, Executive Director; John Tyler Hammons, Attorney; Avery Frix, President Oxford Productions, Melissa Lee, Grants & Sponsorship Administrator, Demi Smith, Executive Deputy Director of Tourism.

**Item 2: Consider removing Former Secretary/Treasurer Sharon Ray as an authorized signer on all Muskogee Tourism Authority Accounts at Firststar and Arvest Bank. (Evelyn Hibbs, Chairman)**

**Motion made by Trustee Traci McGee seconded by Trustee Aanje Wilkerson.**

**AYE:** Chair; Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Patrick Cale; Trustee Mike Gragg; Trustee Traci McGee; Trustee Mark Patel; Trustee Tim Wheeler; Trustee Aanje Wilkerson

**NAY:** None

**OTHER:** None

The Chairman declared the motion approved.

**Item 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. (Evelyn Hibbs, Chairman)**

**Motion made by Trustee Mike Gragg to Reaffirm, second by Trustee Aanje Wilkerson.**

AYE: Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Mark Patel; Trustee Tim Wheeler; Trustee Aanje Wilkerson; Trustee Patrick Cale

NAY:

OTHER: Secretary/Treasury Tracy Cole

The Chairman declared the motion approved.

**Item 4: Discuss and consider adoption of Fiscal Year 2024-2025 budget or take other necessary action. (Chair Hibbs)**

**Motion made by Secretary/Treasurer Tracy Cole to approve the 2024/2025 budget seconded by Trustee Patrick Cale.**

AYE: Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson, Trustee Mark Patel; Trustee Patrick Cale

NAY: None

OTHER: None

The Chairman declared the motion approved.

**Item 5. Consider rescinding a previous motion to open a Reserve account at American Bank of Oklahoma. (Secretary/Treasurer Cole)**

**Motion made by Trustee Traci McGee to rescind previous motion seconded by Trustee Aanje Wilkerson.**

AYE: Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson, Trustee Mark Patel; Trustee Patrick Cale

NAY: None

OTHER: None

The Chairman declared the motion approved.

**Item 6: Consider rescinding a previous motion to open a Reserve account at Bank of Oklahoma.**

**Motion made by Trustee Traci McGee to rescind previous motion, seconded by Trustee Aanje Wilkerson.**

AYE: Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson, Trustee Mark Patel; Trustee Patrick Cale

NAY: None

OTHER: None

The Chairman declared the motion approved.

**Item 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 of Evelyn Hibbs, Tracy Cole, Avery Frix, and Marlon Coleman, with an initial deposit of \$75,000 of the Hotel Motel Tax funds. (Chair Hibbs)**

**Motion to approve amendment made by Trustee Traci McGee, seconded by Trustee Mike Gragg.**

The Chairman declared the motion approved

AYE: Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson, Trustee Mark Patel; Trustee Patrick Cale

NAY: None

OTHER: None

The Chairman declared the motion approved.

**Item 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 initial deposit of \$100,000 of the carry-over Hotel Motel Tax Funds. (Chair Hibbs)**

**Motion made to approve Trustee Aanje Wilkerson, seconded by Trustee Traci McGee**

AYE: Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson, Trustee Mark Patel; Trustee Patrick Cale

NAY: None

The Chairman declared the motion approved.

**Item 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. (Chair Hibbs)**

**Motion to approve amendment made by Trustee Aanje Wilkerson, seconded by Trustee Traci McGee.**

AYE: Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson, Trustee Mark Patel; Trustee Patrick Cale

NAY: None

The Chairman declared the motion approved.

**Item 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. (Chair Hibbs)**

**Motion to approve amendment made by Trustee Aanje Wilkerson, seconded by Trustee Traci McGee.**

AYE: Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson, Trustee Mark Patel; Trustee Patrick Cale

NAY: None

The Chairman declared the motion approved.

**Item 11: Consider adopting guidelines for the Film Incentive Program or take other necessary action. (Chair Hibbs)**

AYE: Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson, Trustee Mark Patel; Trustee Patrick Cale

NAY: None

**Motion to approve made by Trustee Aanje Wilkerson, seconded by Trustee Traci McGee.**

The Chairman declared the motion approved.

**Item 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. (Chair Hibbs)**

AYE: Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson, Trustee Mark Patel; Trustee Patrick Cale

NAY: None

The Chairman declared the motion approved.

**Motion to approve made by Secretary/Treasurer Tracy Cole, seconded by Trustee Mike Gragg.**

**Item 13. Consider opening an account at BancFirst for restricted funds to be used for large projects/capital projects, with signature authority of Evelyn Hibbs, Tracy Cole, Avery Frix, and Marlon Coleman, with initial deposit of \$100,000 of the carry-over Hotel Motel Tax funds. (Chair Hibbs)**

**Motion to approve amendment made by Trustee Traci McGee to increase initial deposit to \$125,000, seconded by Trustee Mike Gragg.**

The Chairman declared the motion approved

AYE: Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson, Trustee Mark Patel; Trustee Patrick Cale

NAY: None

OTHER: None

The Chairman declared the motion approved.

**Item 14. Consider opening an account at Armstrong Bank for restricted funds to be used for the large projects/capital projects with signature authority of Evelyn Hibbs, Tracy Cole, Avery Frix, and Marlon Coleman, with an initial deposit of \$155,000 of the carry-over Hotel Motel Tax funds. (Chair Hibbs)**

**Motion to approve amendment made by Trustee Mark Patel, seconded by Trustee Mike Gragg.**

The Chairman declared the motion approved

AYE: Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson, Trustee Mark Patel; Trustee Patrick Cale

NAY: None

OTHER: None

The Chairman declared the motion approved.

**Item 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.**

**Motion to approve the funds from the Arvest Reserve account by Secretary/Treasurer Tracy Cole, seconded by Trustee Patrick Cale.**

The Chairman declared the motion approved

AYE: Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson, Trustee Mark Patel; Trustee Patrick Cale

NAY: None

OTHER: None

The Chairman declared the motion approved.

**Item 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. (Chair Hibbs)**

**Motion to authorize Chair and Oxford Productions Inc to execute a Memorandum of Understanding made by Trustee Traci McGee, seconded by Trustee Aanje Wilkerson**

The Chairman declared the motion approved

AYE: Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson, Trustee Mark Patel; Trustee Patrick Cale

NAY: None

OTHER: None

The Chairman declared the motion approved.

**Item 17. Consider approval of the 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. (Chair Hibbs)**

**Motion to authorize the Chair and Oxford Productions Inc to execute and Memorandum of Understanding made by Trustee Traci McGee, seconded by Trustee Aanje Wilkerson.**

The Chairman declared the motion approved

AYE: Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson, Trustee Mark Patel; Trustee Patrick Cale

NAY: None

OTHER: None

The Chairman declared the motion approved.

**Item 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. (Chair Hibbs)**

**Motion to authorize the Chair and Oxford Productions Inc to execute a Memorandum of Understanding made by Trustee Traci McGee, seconded by Trustee Mike Gragg.**

The Chairman declared the motion approved

AYE: Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson, Trustee Mark Patel; Trustee Patrick Cale

NAY: None

OTHER: None

The Chairman declared the motion approved.

**Item 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. (Chair Hibbs)**

**Agenda Item Stricken-No Need for a motion.**

The Chairman approved and no motion needed.

**Item 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. (Chair Hibbs)**

**Motion to approve amendment made by Trustee Traci McGee, seconded by Trustee Aanje Wilkerson.**

The Chairman declared the motion approved

AYE: Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson, Trustee Mark Patel; Trustee Patrick Cale

NAY: None

OTHER: None

The Chairman declared the motion approved.



**Item 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. (Chair Hibbs)**

**Motion to approve amendment made by Secretary/Treasurer Tracy Cole, seconded by Trustee Patrick Cale.**

The Chairman declared the motion approved

AYE: Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson, Trustee Mark Patel; Trustee Patrick Cale

NAY: None

OTHER: None

The Chairman declared the motion approved.

**Item 22. Review and consider approval of the audit prepared by Morse and Co. for Fiscal year 2022-2023 or take other necessary action. (Chair Hibbs)**

**Motion to approve amendment made by Trustee Aanje Wilkerson, seconded by Trustee Mike Gragg.**

The Chairman declared the motion approved

AYE: Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson, Trustee Mark Patel; Trustee Patrick Cale

NAY: None

OTHER: None

The Chairman declared the motion approved.

**Item 23. Consider engaging Morse and Co for auditing services for the fiscal year 2023-2024 or take other necessary action. (Chair Hibbs)**

**Motion to approve amendment made by Trustee Patrick Cale, seconded by Trustee Mike Gragg.**

The Chairman declared the motion approved

AYE: Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Tim Wheeler; Trustee Aanje Wilkerson, Trustee Mark Patel; Trustee Patrick Cale

NAY: None

OTHER: None

The Chairman declared the motion approved.

There being no other business before the Board of Trustees, the Chair declared the meeting adjourned at 12:52 pm.

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**Evelyn Hibbs Chairman**

ATTEST:

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