

**MINUTES
BOARD OF TRUSTEES OF THE
MUSKOGEE TOURISM AUTHORITY
JANUARY 18, 2024**

The Board of Trustees of the Muskogee Tourism Authority met at 4:00 p.m., on Thursday, January 18, 2024, at Muskogee Tourism Office, 216 W. Broadway, Muskogee, Oklahoma, with Chairman Daniel Chepkaskas residing.

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

The meeting was called to order at 4:00 by Chairman Daniel Chepkaskas and the roll was called as follows:

Present: Chair Daniel Chepkaskas; Vice Chair Evelyn Hibbs; Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Traci McGee; Trustee Mark Patel; Trustee Tim Wheeler; Trustee Aanje Wilkerson

Absent: Trustee Patrick Cale

Staff Present: Tammye Howell, Executive Director of Tourism; John Tyler Hammons, Attorney; Angie O’Neal, Assistant to John Tyler Hammons

Item 2: Consider approval of Meeting Minutes of October 2023 or take other necessary action. (Daniel Chepkaskas, Chairman)

Motion made by Vice Chair Evelyn Hibbs, seconded by Trustee Aanje Wilkerson.

AYE: Chair Daniel Chepkaskas; Vice 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: Consider approval of financials and claims for October 2023, November 2023, and December 2023, or take other necessary action. (Daniel Chepkaskas, Chairman)

Motion made by Chairman Daniel Chepkaskas to approve financials and claims, seconded by Vice Chair Evelyn Gibbs.

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

NAY: Trustee Mark Patel

OTHER: None

The Chairman declared the motion approved.

Item 4: Take nominations from the Board and appoint a Chair, Vice-Chair, and Secretary/Treasurer of the Muskogee Tourism Authority, or take other necessary action.

Motion made by Mr Gragg to approve the appointment of Evelyn Hibbs as Chairman, Daniel Chepkauskas as Vice Chair, and re-appointment of Tracy Cole as Secretary/Treasurer. Seconded by Daniel Chepkauskas.

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

NAY: None

OTHER: None

The Chairman declared the motion approved.

Item 5. Consider the re-appointment of Heather Cain, Dr. Ron Ramming, Dylan Lucht, and Darren Armstrong to the Muskogee Tourism Authority Advisory Committee or take other necessary action.

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

NAY: None

OTHER: None

The Chairman declared the motion approved.

Item 6: Consider approval of Morse and Co. for FY 22-23 audit, including approval of engagement letter and audit fees, or take other necessary action.

Motion made by Trustee Mike

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

NAY: None

OTHER: None

The Chairman declared the motion approved.

Item 7: Consider approval of tourism support grant recommendations from the Tourism Advisory Committee or take other necessary action.

- a. True Roots Cultural Arts
- b. Bedouin Shrine-SCSA Convention

Discussion on both grants for review, regarding option a discussion regarding the existence of nonprofit, and in regards to option b, discussion on policy exception.

Mr. Hammons recommended no action be taken and advised a special session meeting to address policy change in language instead of making any type of exception to any existing policy for any reason.

Motion made to request a special meeting to discuss policy or change policy by Chair Daniel Chepkauskas, seconded by Trustee Mike Gragg.

Motion made by Chair Daniel Chepkauskas to table until special meeting and invite applicant to meeting to make another presentation regarding non-profit status, seconded by Trustee Mike Gragg.

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

NAY: None

OTHER: None

The Chairman declared the motion approved.

Item 8: Consider approval of the annual report for 2023 or take necessary action.

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

NAY: None

The Chairman declared the motion approved.

Item 9: Approve mid-year budget adjustment or take other necessary action.

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

NAY: None

The Chairman declared the motion approved.

There being no other business before the Board of Trustees, the Chair declared the meeting adjourned at 5:00 pm.

Evelyn Hibbs, Chairman

ATTEST:

Tracy Cole
Secretary/Treasurer

**MINUTES
BOARD OF TRUSTEES OF THE
MUSKOGEE TOURISM AUTHORITY
APRIL 18, 2024**

The Board of Trustees of the Muskogee Tourism Authority met at 4:00 p.m., on Thursday, April 18, 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 4:00 by Chairman Evelyn Hibbs and the roll was called as follows:

Present: Chair; Evelyn Hibbs Vice Chair Daniel Chepkaukas; 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: None

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

Item 2: Consider approval of Meeting Minutes of January 2024 or take other necessary action. (Evelyn Hibbs, Chairman)

Motion made by Vice Chair Daniel Chepkaukas, seconded by Trustee Aanje Wilkerson.

AYE: Chair; Evelyn Hibbs; Vice Chair Daniel Chepkaukas ; 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: Consider Approval of Financials and Claims for January, February, and March 2024 or take other necessary action. (Secretary/Treasurer Cole)

Motion made by Chairman Evelyn Hibbs to approve financials and claims, seconded by Vice Chair Daniel Chepkaukas.

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

NAY:

OTHER: None

The Chairman declared the motion approved.

Item 4: Receive report from Oxford Productions, Inc. on staffing and provide a consent as necessary. (Chair Hibbs)

Motion made by Trustee Aanje Wilkerson to approve the recommended staffing changes seconded by Trustee Traci McGee.

AYE: Chair Evelyn Hibbs; Vice Chair Daniel Chepkaukas; 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 the removal of Daniel Chepkaukas as an authorized signer from all Muskogee Tourism Authority bank accounts and add Evelyn Hibbs as an authorized signer for all Muskogee Tourism Authority bank accounts or take other necessary action. (Secretary/Treasurer Cole)

Motion made by Secretary/Treasurer Cole to approve the changes seconded by Trustee Mike Gragg.

AYE: Chair Evelyn Hibbs; Vice Chair Daniel Chepkaukas; 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 removing Jerri Stoutermire as an authorized signer from all Muskogee Tourism Authority bank accounts and add Marlon Coleman as an authorized signer for all Muskogee Tourism Authority bank accounts or take other necessary action.

Motion made by Trustee Mike Gragg to approve changes, seconded by Trustee Tim Wheeler.

AYE: Chair Evelyn Hibbs; Vice Chair Daniel Chepkaukas; 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 an Amendment to Resolution #2, or take other necessary action. (Chair Hibbs)

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

The Chairman declared the motion approved

AYE: Chair Evelyn Hibbs; Vice Chair Daniel Chepkaukas; 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 an amendment of the Advisory Committee Grant Recommendations or take other necessary action. (Chair Hibbs)

Motion made to approve the following recommendations by Trustee Tim Wheeler, seconded by Trustee Mark Patel:

Bedouin Shrine SCSA Convention-approve a grant of \$2500

True Roots Cultural Arts-a grant of \$500

MLK 50th Celebration & Gala-Grant full amount as requested of \$5000

MHS Golf Boosters-approve a grant of \$3000

APT Golf approved a grant of sponsorship grant of \$5000

AYE: Chair Evelyn Hibbs; Vice Chair Daniel Chepkaukas; 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: Read aloud the amendment to the bylaws, to be voted on at the next regular meeting, or take other necessary action. (Chair Hibbs)

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

AYE: Chair Evelyn Hibbs; Vice Chair Daniel Chepkaukas; 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 approval of fiscal year 24-25 budget request to the City of Muskogee and the Muskogee Redevelopment Authority for carry-over lodging tax funds or take other necessary action. (Chair Hibbs)

AYE: Chair Evelyn Hibbs; Vice Chair Daniel Chepkaukas; 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: Receive report from Oxford Productions, Inc. on the operation of the Visit Muskogee Tourism Program and the Roxy Theater or take other necessary action. (Chair Hibbs)

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

NAY: None

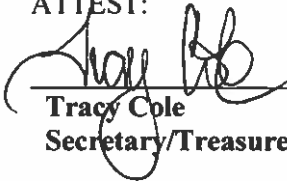
The Chairman declared the motion approved.

There being no other business before the Board of Trustees, the Chair declared the meeting adjourned at 5:33 pm.



Evelyn Gibbs Chairman

ATTEST:



Tracy Cole
Secretary/Treasurer

**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

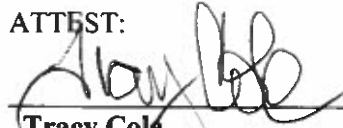
OTHER: None

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.



Evelyn Hibbs Chairman

ATTEST:


Tracy Cole
Secretary/Treasurer

**MINUTES
BOARD OF TRUSTEES OF THE
MUSKOGEE TOURISM AUTHORITY
Special Call Meeting
November 21, 2024**

The Board of Trustees of the Muskogee Tourism Authority met at 4:00 pm., on Thursday November 21st, 2024, at the ROXY Theater, 220 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 4:00 pm by Chairman Evelyn Hibbs and the roll was called as follows:

Present: Chair; Evelyn Hibbs, Vice Chair Daniel Chepkaukas Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Mark Patel; Trustee Traci McGee, Trustee Mark Patel, Trustee Tim Wheeler (arrived at 4:01pm)

Absent: Trustee Aanje Wilkerson, Trustee Patrick Cale, Ex-Officio Non-Voting Member: Mike Miller

Staff Present: John Tyler Hammons, Attorney; Avery Frix, President Oxford Productions, Melissa Lee, Grants & Sponsorship Administrator

Item 2: Recognize Citizens wishing to speak. (Hibbs)

- a. Comments must be related to an agenda item
- b. Comments are limited to 3 minutes per speaker

Motion made by Trustee Mark Patel to extend Citizens' speaking time from 3 minutes to 5 minutes, second by Trustee Mike Gragg.

AYE: Chair; Evelyn Hibbs; Vice Chair Daniel Chepkaukas Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Mark Patel; Trustee Tim Wheeler

NAY: Trustee Tracy McGee

OTHER: None

The Chairman declared the motion approved.

Item 3: Provide consent to Oxford Productions, Inc. for William Lowe to serve as Tourism Director, or take other necessary action. (Hibbs)

Motion made by Trustee Traci McGee to approve consent for Oxford Productions, Inc for William Lowe to serve as Tourism Director, second by Trustee Mike Gragg.

AYE: Chair; Evelyn Hibbs; Vice Chair Daniel Chepakaukas; Trustee Mike Gragg; Trustee Tim Wheeler, Trustee Traci McGee

NAY: Trustee Mark Patel, Secretary/Treasurer Tracy Cole

OTHER:

The Chairman declared the motion approved.

Item 4: Set a date for a Special Call Meeting to address items intended for the canceled October Regular Board Meeting or take other necessary action. (Hibbs)

Motion made to approve by Secretary/Treasurer Tracy Cole, seconded by Vice Chair Daniel Chepakaukas

AYE: Chair; Evelyn Hibbs; Vice Chair Daniel Chepakaukas Secretary/Treasury Tracy Cole; Trustee Mike Gragg; Trustee Mark Patel; Trustee Tim Wheeler; Trustee Mark Patel; Trustee Traci McGee

NAY: None


OTHER: None

The Chairman declared the motion approved.



Evelyn Hibbs Chairman

ATTEST:



Tracy Cole
Secretary/Treasurer

MINUTES

BOARD OF TRUSTEES OF THE MUSKOGEE TOURISM AUTHORITY

December 17th, 2024

The Board of Trustees of the Muskogee Tourism Authority met at 4:00 p.m., on Tuesday, December 17th, 2024, at The Roxy Theater, 220 W. Okmulgee, Muskogee, Oklahoma, with Chairperson Evelyn Hibbs residing.

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

The meeting was called to order at 4:00 pm by Chairperson Evelyn Hibbs and the roll was called as follows:

Present: Evelyn Hibbs, Madam Chair; Daniel Chepkauskas, Mr. Vice Chair; Tracy Cole, Mr. Secretary/Treasurer; Trustee Mike Gragg, Trustee Tim Wheeler

Absent: Mayor Patrick Cale; Trustee Traci McGee; Trustee Mark Patel; Trustee Aanje Wilkerson

Staff Present: William Lowe, John Hammons, Avery Frix, Marlon Coleman, Bailey Harman.

Item 2: Address any citizens signed up to speak.

No citizens wishing to speak.

Item 3: Consider approval of July 2024 Regular Meeting Minutes or take other necessary action. (Cole)

Motion made to approve by: Tracy Cole, Mr. Secretary/Treasurer

Seconded by: Trustee Mike Gragg

A YE: Evelyn Hibbs, Madam Chair; Daniel Chepkauskas, Mr. Vice Chair; Tracy Cole, Mr. Secretary/Treasurer; Trustee Mike Gragg, Trustee Tim Wheeler

NAY: None

OTHER: None

The Chairperson declared the motion approved.

Item 4: Consider approval of November 2024 Special Call Meeting Minutes or take other necessary action. (Cole)

Motion made to approve by: Tracy Cole, Mr. Secretary/Treasurer

Seconded by: Trustee Tim Wheeler

AYE: Evelyn Hibbs, Madam Chair; Daniel Chepkauskas, Mr. Vice Chair; Tracy Cole, Mr. Secretary/Treasurer; Trustee Mike Gragg, Trustee Tim Wheeler

NAY: None

OTHER: None

The Chairperson declared the motion approved.

Item 5: Consider the approval of financials and claims for July, August, September, October, and November 2024 or take other necessary action. (Cole)

Motion made to approve by: Tracy Cole, Mr. Secretary/Treasurer

Seconded by: Trustee Mike Gragg

AYE: Evelyn Hibbs, Madam Chair; Daniel Chepkauskas, Mr. Vice Chair; Tracy Cole, Mr. Secretary/Treasurer; Trustee Mike Gragg, Trustee Tim Wheeler

NAY: None

OTHER: None

The Chairperson declared the motion approved.

Item 6: Receive report and consider approval of FY '23-'24 Audit from Morse and Co. or take other necessary action. (Cole)

Motion made to approve by: Tracy Cole, Mr. Secretary/Treasurer

Seconded by: Trustee Daniel Chepkauskas

AYE: Evelyn Hibbs, Madam Chair; Daniel Chepkauskas, Mr. Vice Chair; Tracy Cole, Mr. Secretary/Treasurer; Trustee Mike Gragg, Trustee Tim Wheeler

NAY: None

OTHER: None

The Chairperson declared the motion approved.

Item 7: Set Board of Trustees Meeting Schedule for 2025, or take other necessary action. (Cole)

Motion made to continue the current meeting schedule of meeting quarterly on the third Thursday of the first month of each quarter at 4pm at 216 West Okmulgee by: Trustee Daniel Chepkauskas

Seconded by: Trustee Mike Gragg

A YE: Evelyn Hibbs, Madam Chair; Daniel Chepkauskas, Mr. Vice Chair; Tracy Cole, Mr. Secretary/Treasurer; Trustee Mike Gragg, Trustee Tim Wheeler

NAY: None

OTHER: None

The Chairperson declared the motion to ratify approved.

Item 8: Set Advisory Committee Meeting Schedule for 2025 or take other necessary action.

Motion made to continue the current meeting schedule of meeting quarterly on the second Thursday of the first month of each quarter at 3pm at 216 West Okmulgee by: Trustee Daniel Chepkauskas

Seconded by: Trustee Mike Gragg

A YE: Evelyn Hibbs, Madam Chair; Daniel Chepkauskas, Mr. Vice Chair; Tracy Cole, Mr. Secretary/Treasurer; Trustee Mike Gragg, Trustee Tim Wheeler

NAY: None

OTHER: None

The Chairperson declared the motion approved.

Item 9: Receive and consider the approval of Muskogee Tourism Authority Annual Report prepared by Oxford Productions.

No action this day. Requested to discuss this during the January meeting, where a presentation will be shown.

The Chairperson declared the request approved. No action taken.

Item 10: Receive report from Oxford Productions on Visit Muskogee, Film Muskogee, & the Roxy Theater.

Report given by William Lowe, Executive Director of Visit Muskogee.

No action taken.

Item 11: Consider approval of Tourism Advisory Committee's recommendation for tourism support grants.

A request was made to draft and present a new policy addressing circumstances in which the board is unable to meet prior to the event occurring, ensuring the applicant may still receive the opportunity for approval and receive the grant retroactively.

No action taken.

Item 12: Receive report from the city of Muskogee council meeting on September 23rd regarding Muskogee Tourism Authority proposed by-laws amendment or take other necessary action.

Report given by Marlon Coleman. No action taken.

Item 13: Discuss and consider modifications to Muskogee Tourism Authority Bylaws or take other necessary action.

Motion made to direct staff to prepare an amendment to the Muskogee Tourism Authority Bylaws modifying the terms to four year terms, with the ability to be reappointed to one additional term: Trustee Daniel Chepkauskas

Seconded by: Trustee Mike Gragg

AYE: Evelyn Hibbs, Madam Chair; Daniel Chepkauskas, Mr. Vice Chair; Tracy Cole, Mr. Secretary/Treasurer; Trustee Mike Gragg, Trustee Tim Wheeler

NAY: None


OTHER: None

The Chairperson declared the motion approved.

There being no other business before the Board of Trustees, the Chair declared the meeting adjourned at 4:38 p.m.



Evelyn Hibbs, Chairperson

ATTEST: 

Tracy Cole, Secretary/Treasurer