Holiday in the Park Board of Directors Meeting
Wednesday January 11, 2023 at 2:00 p.m.
Lawton Fort Sill Chamber of Commerce

First National Bank & Trust Board Room

Minutes

Present: Krista Ratliff
Earl Mack
Jason Poudrier
Cindy Coleman
Donna Valentine
Taron Epps
Katie Madigan
Shelly Fields

Absent: Janie Billingsley
Benne Brewer
Christine James
Tanna Vu

I. Call to Order/Roll Call, establish quorum, and ensure public notice requirements have been met.
Meeting called to order at 2:06 by Taron Epps and acknowledged that all posting of notifications had been made and confirmed that a quorum was present.

II. Introduction of any guests.

III. Review December 15, 2022 minutes.

IV. Review Financials.
Earl stated that the donation house collected $27,047 in donations, down $40,000 from the previous year. Pay out to volunteers for the donation house is a little under $5,900. There were a few nights no one was out there due to the weather, previous year we had perfect weather almost every night.

V. After Action Review
Registration process - Jason recommended turning it into a timed run. Turn into a sanctioned race but keep the walk/ run as well. Cindy stated that going by the last name was much smother but the bags weren't totally alphabetized. Recommended that an extra person helps go through the bags. Shelly stated that people were confused about where the start was. Recommended a blow-up arch. Melissa Beck will look through pictures of Ware on C to find out where the blow up arch was borrowed from. Krista also recommended using blow up Santa's/Snowman.

Route – Taron stated that the route in the park needs to be simpler. Recommended limiting overlaps. Krista stated that we need to find a good route and keep using it.

Porta Potties – Krista discussed the locations and asked for feedback. Kelley Piret stated they weren't kept clean. Shelly asked if they can be locked up at night. Krista confirmed that there are 2 city restrooms and the lack of parking to access them. Recommended put an additional restroom display.

Glow Items – Melissa asked if they sold well. Krista stated that they didn't sell. Shelly mentioned that people right now are unable to spend their money. Katie stated that last year items were bigger while this year items were smaller. Krista recommended that people walk the streets and sell on our own and items need to be a flat rate.

Police Barricades – Krista stated that people were getting stuck at the park because the streets were barricaded early. Recommended that the city set up the barricades around the park at the last minute. Jason recommended shuttles, LPS or LATS, to make special passes and still barricade the park but have someone man them to allow the shuttles in.

Line-Up Area – Stacy Reyna discussed that there wasn't enough room. Krista recommended requesting more room on the permit application. Stacy discussed that entries didn't have enough room for their spots. Mitchel recommended doing a first come first serve with staging areas separating car clubs, military & tracks, emergency vehicles, floats. Stacy recommended keeping the same process but ensuring we are giving entries the amount requested on their applications. Ran out of spray paint, received 6 cans and recommends at least 10. Stacy recommended a hard cut off time for the entries because it was causing problems making changes to the line-up. Krista recommended inserting them without changing numbers but adding letters within each number. Stacy stated that she was unsure how the announcer was informed of changes to the line-up. Jason recommended numbering the floats as they get to their spot, the announce get final line-up and will see if someone is out of order, announcer can still look it up by the number put on their float. Krista stated that we need to do a better job at picking the award winners and taking pictures. Recommended that we designate a staff member to solely take pictures and that we order awards ahead of time. Krista discussed bringing someone from EMS to be included in our meetings. Jason recommended Kirks or Comanche County Memorial Hospital with City's Fire Department to be included. Krista recommended that there be a risk clause on the application form and to be aware of your surroundings and be safe to minimize liability.

Volunteer Set-up Day – Jason discussed volunteers should be in designated areas appropriate to the types of things needing to get done. Making sure kids don't get stuck in an area with putting up large displays. Recommended the City use the motorized t-post driver for the large displays. Stacy recommended to separate supplies evenly and in advance between groups to make sure everyone has what they need.

Volunteer Tear Down Day – Melissa recommended that volunteers carry a trash bag with them to pick up trash as they go through the park because there were a lot of zip ties left on the ground. Stacy stated that everyone had the ability to deliver supplies and that was a problem. Krista recommended that a city employee deliver the supplies using their trucks. Krista expressed concern that staff did not separate themselves between volunteers. Recommended that staff break into groups with the volunteers. Shelly recommended that Arvest know ahead of time to provide the grill, who's cooking, and what supplies are needed.

Volunteer Coordination – Kelley Piret discussed volunteers that signed up to work the donation house and were not able to work the complete hours or ended up not showing up to work. Krista recommended that we need to state on Signup Genius that you have to sign up for all positions all hours, and no matter the weather. Taron recommended to use the Bubble App to send out reminders to the volunteers that are scheduled to work. Krista also discussed possibly hiring someone to work the donation house or designating a board member to pick two days as a backup. Shelly asked if it was approved to give a minimum set amount to volunteers, rather than the 20%. Krista stated that the numbers still need to be reviewed. Shelly stated that she had phone calls from volunteers asking if they should be showing up because it was 12 degrees and asked if it needs to be stated in Signup Genius if the weather is below 15 degrees not to work. Kelley stated that there were still a lot of people coming through the park. Krista stated that its usually busier then and recommended we look into providing heated vests for volunteers and body tents. Shelly recommended purchasing hand warmers. Kelly stated that volunteers didn't like that it was kind of dark at the donation house. Shelly recommended lighting up the donation house. Cindy Coleman discussed passing out the brochures at the beginning of the park and notifying visitors that there is a survey within the brochures to fill out and vote on a new display. Krista recommended purchasing a larger donation sign. Stacy discussed how unorganized the donation house was and recommended shelves or containers.

Ferris Wheel – Cindy stated that tickets should be sold at the Ferris Wheel because it was too far to walk back to the holiday house. Taron stated that it would be a great idea to move them closer to where everything is. Recommended moving where the reviewing stand was left but that would have to run off of generators and that would increase the cost or need to run the line from the converter. Krista stated that he priced us with the generator and didn't give a discount already. Krista discussed getting a wind variance with in the contract. Kelley stated that a lady purchased 2 tickets to ride twice and was turned away because she wasn't allowed to ride alone, another lady was turned away because of her weight. Krista discussed getting parameters to disclose.

Trees wrapped with lights - Krista discussed that trees need to be wrapped better and more effectively. Recommended the city would be in charge of setting up displays and our committee be in charge of the rink, tunnel, and trees. Shelly recommended the person in charge of the area should be training volunteers how to wrap the trees.

VI. Consent Agenda

a. Consider approving the December 15, 2022 minutes.
b. Consider approving Financials.

ACTION: Jason Poudrier motioned to approve Consent Agenda. Shelly Fields seconded the motion. The motion passed unanimously.

VII. Discussion

Krista stated that members of the McMahon Foundation discussed with Krista about submitting another grant proposal for the Ferris Wheel, did not have time to take it to board because of their deadline.

Krista discussed when the big tree at the park will be redone. Waiting till the Master Park Plan is completed.

Earl Mack asked if it was it was a good idea to spend so much money on the Ferris Wheel again. Krista stated that we need to compete with other markets, and they have Ferris Wheels, we knew going into it was going to be a money loss but is esthetically stunning and can be a decision the committee talks about and makes. Will more likely be a loss the first 5 years until we get more attraction and attention that will bring more visitors.

Adjournment: The next meeting is scheduled for **February 8th, 2023.**