



Holiday in the Park Board of Directors Meeting

Thursday February 8, 2024, at 2:00 p.m.

Lawton Fort Sill Chamber of Commerce

First National Bank & Trust Board Room

Minutes

Present: John Michael Montgomery, Jordan Hebert, Benne Brewer, Janie Billingsley, Katie Madigan, Shelly Fields, Jeri Kimbro, Jason Poudrier, Adam Morrison, Justen Clark, Earl Mack

Board Members Absent: Taron Epps, Antonio Hopson

- I. Call to Order/Roll Call, establish quorum, and ensure public notice requirements have been met.
2:06 p.m. – John Michael Montgomery called the meeting to order, and Kelley Piret acknowledged that all posting notifications had been made and confirmed that a quorum was present.
- II. Introduction of any guests – Gina Wellborn Senior Communications Major at Cameron University (Interning)
- III. Chairs Report / Discussion – John Michael Montgomery explained to the board that there are a series of displays that he would like to see included for this year's holiday season.

John Michael Montgomery informed the board that \$50,000 has been placed in a CD with Arvest.

a. Committee Reports

Frost Your Fanny -Janie Billingsley will call Sarah Gersper, Director of MWR concerning FYF.

Parade – Benne Brewer - None

Events – Jason Poudrier would like contact information for Santa Claus. Jason Poudrier announced that there are still lights on trees on the west side of the park that need to be taken down in the park.

Janie Billingsley would like to have a concert during the Holiday in the Park. Jason Poudrier answered that having a band is contingent on the HIP budget.

Sponsorships – Katie Madigan – None

- IV. Review November 8, 2023, meeting minutes

V. Review Financials – Earl Mack - Reviewed and Explained HIP ending balance \$156,758.83 and there is a \$50,000 CD earning 4.9% interest. Earl Mack explained to the board that the \$13,246.00 in the last report only reflects the cash payments. There was about \$11,000 taken in credit card payments. Earl Mack is in the process of getting the Arvest account authorized users switched over so that John Michael and Earl Mack can be added in which they can see the transactions on the backend.

VI. Displays – The board reviewed displays that they would like added to this year's holiday season.

VII. 2024 Parade Theme – Janie Billingsley stated that she would like to add Charlie Brown to the list of themes to be voted on.

- a. Winter Wonderland
- b. Candyland
- c. Polar Express
- d. Disney

VIII. Consent Agenda.

- a. Consider approving January 18, 2024, minutes.
- b. Consider approving Financials.

ACTION: Motion to approve/amend/disapprove Consent Agenda.

ACTION: Benne Brewer motioned to approve the Consent Agenda; Jordan Hebert seconded the motion. The motion passed unanimously.

IX. Business

- a. Consider approving or take action as necessary to contract Santa Claus for Tuesdays, Fridays and Saturdays, starting November 16, 2024. Jason Poudrier stated up to \$6,000 to contract Santa Claus.

ACTION: Motion to approve/amend/disapprove hiring Santa Claus on Tuesdays, Fridays and Saturdays.

ACTION: Jason Poudrier motioned to approve contracting Santa Claus up to and not to exceed \$6,000 for the entirety of the holiday season; Jordan Hebert seconded the motion. The motion passed unanimously.

- b. Consider approving or take action as necessary on buildings for vendors. Christmas Markets (Jason Poudrier stated that there may be grants that HIP can write and/or partnerships to obtain this product)

ACTION: Motion to approve/amend/disapprove the purchase of Vendor Buildings.

ACTION: Shelly Fields motioned to approve purchasing 4-6 Buildings for vendors; Benne Brewer seconded the motion. The motion passed unanimously.

- c. Consider approving or taking action as necessary to purchase the following custom-made displays.
 - Prairie Dog w/ Extension Cord
 - Train
 - Soldier
 - Elves
 - Brazil Carnival Dancers
 - Christ the Redeemer Statue
 - Toucan
 - Eagle
 - Baseball Player
 - Sydney Opera House
 - Sphinx
 - Pyramids

ACTION: Motion to approve/amend/disapprove the purchase of custom displays.

ACTION: Shelly Fields motioned to approve purchasing displays; Benne Brewer seconded the motion. The motion passed unanimously.

- d. Consider approving or taking action as necessary the 2024 Holiday in the Park theme.

The board voted Disney as the 2024 theme contingent on copyrights approval from Disney. If Disney does not allow the use of their name, Candyland will be the 2024 Holiday in the Park theme.

ACTION: Motion to approve/amend/disapprove the 2024 Holiday in the Park theme.

ACTION: Jason Poudrier motioned to approve 2024 Holiday in the Park Parade Theme; Jordan Hebert seconded the motion. The motion passed unanimously.

- e. Consider approving or taking action as necessary 2024 parade date.
November 16, 2024

ACTION: Motion to approve/amend/disapprove November 16, 2024, as this year's Holiday in the Park parade date.

ACTION: Jason Poudrier motioned to approve 2024 Holiday in the Park Parade Date as November 16, 2024; Janie Billingsley seconded the motion. The motion passed unanimously.

X. Discussion – Consider any items to add to the March 14, 2024, board meeting.

X. New Business

Motion to approve/amend/disapprove rescheduling the March 14, 2024 Holiday in the Park Board Meeting to March 28, 2024.

ACTION: Jason Poudrier motioned to cancel the regularly scheduled Holiday in the Park Board Meeting March 14, 2024, and reschedule for March 28, 2024; Justen Clark seconded the motion. The motion passed unanimously.

XII. Adjournment: John Michael Montgomery called the meeting adjourned at 2:40 PM.
The next meeting is scheduled for March 28, 2024.