Holiday in the Park Board of Directors Minutes
Friday August 9, 2023, at 2:00 PM
Lawton Fort Sill Chamber of Commerce
First National Bank & Trust Board Room
Holiday in the Park Parade Date 11/18/2023
Volunteer Dates 10/14, 10/15, 11/04, 11/05

Present: Krista Ratliff, Benne Brewer, Taron Epps, Katie Madigan, Shelly Fields, Earl Mack, Jason Poudrier, Janie Billingsley

Board Members Absent: Cindy Coleman, Shelly Fields

I. **Call to Order/Roll Call, establish quorum, and ensure public notice requirements have been met.**
2:06 PM - Krista Ratliff 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 – Jordan Hebert with Liberty National Bank

III. Review of June minutes.

IV. Review Financials.
Earl Mack announced that there is $165,930 in the HIP account. There is about $43,000 in outstanding checks, with the biggest being the remaining balance for the train $42,600. Krista Ratliff stated that the Col has yet to determine the allocation for Holiday in the Park. Krista Ratliff would like to have $50,000 to $70,000 in reserve cash. The board discussed placing the reserve in a CD. Taron Epps recommended that the reserve conversation be tabled until the new chair that will be voted in has a chance to look over the finances.

V. Establish a new Vice President for Holiday in the Park Board – Taron Epps made a motion to nominate Katie Madigan as Vice Chair; Jason Poudrier seconded the motion. Taron Epps made a motion to establish Katie Madigan as Vice Chair; Jason Poudrier seconded the motion. The vote passed unanimously.
Krista Ratliff announced to the board that HIP is taking nominations for a new Chair, and a Special Meeting is scheduled for August 11, 2023 at 9 AM to vote for a new Chair.

VI. Train Update – Dawson Dudark explained to the board that it will be about two months for the train to be delivered. Krista Ratliff asked if someone had reached Snyder Family Exotics. Kelley

Piret said that she had left a voicemail and is waiting for them to call back. Krista Ratliff explained that she would like to have Snyder build a train depot for passengers to wait for the train. One half would be $3,500 and $3,700 to be delivered. Krista Ratliff asked Dawson Dudark for the measurements for the train so that sponsors could be listed on the train. He will have that information before the next meeting.
The board discussed the pricing for the train and voted on $5.00 for each passenger. It will be free for children under the age of 3 that ride on their parents' lap.
The board discussed the location for the train depot and will decide where the best location is at the next meeting.

VII. Train Conductor – Krista Ratliff reviewed and discussed the job descriptions for the conductor with the board. Krista Ratliff said that the insurance company will be able to help with determining the driving requirements.

VIII. Parade Route – The parade route will remain the same.

IX. Frost Your Fanny – Janie Billingsley discussed that she would like to give up the race and concentrate on the parade. Krista Ratliff explained that she will be on the race committee and would like to combine the Jingle Jog and FYF.

X. Events – Jason Poudrier stated that he will contact Coast Audio about movies, and that he will start early for the weekend spreadsheet. Jason Poudrier announced that the city is looking into a mobile stage and equipment, and that it should be available by the Fall.

XI. Red Light Green Light Chart – Reviewed and Explained.

XII. Golf Carts- Janie Billingsley said that she will contact Joe El Kouri.

XIII. RFP for HH Vendors – The board would like to look into other coffee shops agreeing to be a vendor for the Holiday House.

XIV. Display Updates – Kelley Piret explained to the HIP board that the custom displays have been ordered and the cost of the new displays is $84,600.

XV. Sponsorships – Reviewed and explained.

XVI. Consent Agenda

a. Consider acceptance of the June minutes.
b. Consider acceptance of the Financial Report.

Action: Motion to approve/amend/disapprove Consent Agenda

Action: Benne Brewer motioned to approve the consent agenda; Katie Madigan seconded the motion. The motion passed unanimously.

XVII. Business – Krista Ratliff asked that 4 items on the agenda be placed on the next meeting's agenda. The items that are to be carried over are, Season Pass, Merry-go-Round, QR Code to purchase tickets, and Security.

XVIII. Discussion

XIX. New Business

XX. Adjourn - 3:11 PM Krista Ratliff announced the meeting adjourned.