Holiday in the Park Board of Directors Meeting
Wednesday August 23, 2023, at 2:00 p.m.
Lawton Fort Sill Chamber of Commerce
First National Bank & Trust Board Room

Minutes

Present: John Michael Montgomery, Jordan Hebert, Jason Poudrier, Benne Brewer, Janie Billingsley, Katie Madigan, Shelly Fields, Cindy Coleman Jerri Anderson

Board Members Absent: Earl Mack, Taron Epps

I. Call to Order/Roll Call, establish quorum, and ensure public notice requirements have been met.

II. Introduction of any guests – Michelle Rosario from Arts & Humanities

III. FYF – John Michael explained to the board that Janie Billingsley expressed possibly having the run on a different day. Krista Ratliff stated that she would like to keep the run and combine Jerry Nottingham's Jingle Jog, keeping the run on the date of the parade.

IV. Parade – Benne Brewer said that he will get with Kelley Piret for the registration.

V. Events – Jason Poudrier stated he has scheduled performers this year. Also, Arts & Humanities is working on a proposal to the city council for mobile stages instead of using risers.

VI. Sponsorships – Due to a conflict of interest, Krista Ratliff is not able to solicit sponsorship dollars for Holiday in the Park. Katie Madigan asked if any of the board members were able to take some of the names that were assigned to Krista Ratliff.

VII. Review of August 9th minutes

VIII. Review of August 11th Special Meeting Minutes

IX. Review Financials.
John Michael Montgomery explained that the balance of the train payment of $42,640 has been posted. After that payment has been made, the current balance is $127,924.

X. Display Updates – John Michael Montgomery explained that there was a request submitted to LETA for a grant to help pay for displays. He explained that he is reaching out to Great Plains Technology Center to see if they can build displays.

XI. Train Conductor – John Michael Montgomery announced that the train conductor's pay will be about $12 an hour.

XII. Online Registration – Benne Brewer stated that he will get with Katie Madigan and Kelley Piret regarding online registration.

XIII. Budget – John Michael Montgomery explained that he is still working on a full budget for the board to approve.

XIV. RFP for Holiday House – John Michael Montgomery reviewed last year's contract with the HIP board of directors. There was a question regarding the wage that HIP paid for a Viridian employee. John Michael Montgomery stated that he would like to table this discussion and address it at the next HIP board meeting.

XV. Season Pass – John Michael Montgomery announced to the board that he would like to sell season passes. The board discussed the amount of each pass and how to ensure that each season pass holder is the sole user. This item will be tabled for the next meeting agenda.

XVI. Merry-go-Round – John Michael Montgomery explained to the board that there was an idea to have a merry-go-round for HIP, and he will have an update at the next board meeting.

Security – John Michael Montgomery informed the board that he will look into contracting JAMARK again this year.

XVII. Consent Agenda.

a. Consider approving the August 9, 2023, minutes.
b. Consider approval of the August 11, 2023, Special Meeting Minutes.
c. Consider approving Financials.
d. Consider approving Jordan Hebert as a Holiday in the Park board member.
e. Consider or take action as necessary for a Holiday House Vendor RFP
f. Consider approval of agreement with Lawton Fort Sill Chamber of Commerce
g. Review budget and consider approval as necessary.

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

ACTION: <u>Jason Poudrier motioned to approve items a – d on the Consent Agenda; Shelly Fields seconded the motion. The motion passed unanimously.</u>

XVIII. Business – Items e-g will be added to September 13th Agenda. Krista Ratliff asked that the August 11, 2023, Special Meeting Minutes be amended to reflect the resignation of Krista Ratliff first, and the acceptance of John Michael Montgomery as HIP Chair second.

XIX. Discussion – Consider any items to add to the September board meeting. Jason Poudrier would like to have a pre-check of displays before the volunteers come on set-up day. He would also like to have an RFP for an on-call electrician. Krista Ratliff would like to have an accountant for HIP.

XX. New Business

XXI. **Adjournment: The next meeting is scheduled for September 13, 2023.**

ACTION: Katie Madigan motioned; Benne Brewer seconded the motion. The meeting was adjourned at 2:52 PM.