Holiday in the Park
Lawton, Oklahoma

Holiday in the Park Board of Directors Meeting

Wednesday September 13, 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.
   2:00 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 – Reagan Williams Arts & Humanities, Acting Director Mitchell Dooley Parks & Rec

III. Chairs Report – John Michael Montgomery informed the board that the Chamber team has been working on sponsorships for Holiday in the Park, and checking string lights to ensure that they are working.

IV. FYF – Janie Billingsley stated that she spoke to Fort Sill about a collaboration for the race, but due to calendar constraints this will be an idea for next year. Janie Billingsley would like to cancel the race this year and make a full big effort next year if the committee is open to that suggestion. JM stated that the board will take a vote on this matter at the next board meeting.

V. Parade – Benne Brewer – Online registration is up and running. Invoices can be mailed to those businesses that would like this option. Janie Billingsley mentioned that the high school band directors need to be contacted about the band contest.

VI. Events – Jason Poudrier – None

VII. Sponsorships – Katie Madigan – Reviewed and explained.

VIII. Volunteer Set-Up Dates – John Michael Montgomery explained and reviewed the sign updates with the board. Shelley Fields suggested that flyers be taken to the Shoemaker Center, and they will be able to put the flyers in each child's cubby. Cindy Coleman asked that HIP reach out to Cameron's Baseball team. Janie Billingsley asked if HIP has reached out to Fort Sill and suggested contacting the Boy Scouts to be volunteers.

IX. Review of August 23rd minutes

X. Review Financials.

John Michael Montgomery explained that the current balance is $137,893.41, and there is an outstanding check in the amount of $37,791 for the Cowboy walkthrough. There is about $17,000 in outstanding invoices.

XI. Display Updates – John Michael Montgomery explained to the board that he did reach out to Clarence Fortney about GPTC possibly making displays for HIP. Due to the lateness of the ask, it will be next year. The new displays will be delivered beginning the first week of October.

XII. Train Conductor – John Michael Montgomery explained that one of the seasonal workers will be the driver of the train.

XIII. HIP Accountant – John Michael Montgomery explained that he will look into having an accountant for HIP.

XIV. RFP for Holiday House – John Michael Montgomery reviewed last year's contract with the HIP board of directors. Going forward, the coffee vendor will be required to submit net and gross reports to HIP. RFP's will be going out to all coffee establishments.

XV. Season Pass – John Michael Montgomery is still looking into having a season pass.

XVI. Security – John Michael Montgomery informed the board that he will look into contracting JAMARK this year and asking for help from the Lawton Police Department.

XVII. Consent Agenda.

a. Consider approving the August 23, 2023, minutes.
b. Consider approving Financials.
c. Consider approving Jeri Anderson as a Holiday in the Park board member.
d. Consider or take action as necessary for a Holiday House Vendor RFP
e. Consider approval of agreement with Lawton Fort Sill Chamber of Commerce
f. Review budget and consider approval as necessary.
g. Consider giving authority to the Chairman to contract with an on-call electrician.

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

ACTION: Jason Poudrier motioned to approve items a – e and item g on the Consent Agenda; Janie Billingsley seconded the motion. The motion passed unanimously.

XVIII. Business – Items g will be added to the next Holiday in the Park Agenda

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 27, 2023.**

ACTION: Benne Brewer motioned; Katie Madigan seconded the motion. The meeting was adjourned at 2:53 PM.