



## **Holiday in the Park Board of Directors Meeting**

Wednesday September 27, 2023, at 2:00 p.m.

Lawton Fort Sill Chamber of Commerce

First National Bank & Trust Board Room

### **Minutes**

**Present:** John Michael Montgomery, Benne Brewer, Janie Billingsley, Katie Madigan, Shelly Fields, Cindy Coleman, Jerri Anderson

**Board Members Absent:** Earl Mack, Taron Epps, Jordan Hebert, Jason Poudrier

- I. Call to Order/Roll Call, establish quorum, and ensure public notice requirements have been met.  
2:04 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
- III. Chairs Report – John Michael Montgomery informed the board that the Chamber team worked on checking displays and the string lights. An order was placed for more string lights in the amount of \$5,000. There were some damaged displays that need to be repaired. The seasonal worker jobs have been posted on the city's website.
- 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 stated that the parade committee met before the board meeting to discuss the parade route and the road closures. Benne asked board members for their assistance in acquiring golf carts for the event. Janie Billingsley shared that she has sent the band flyers out to the high schools, and Cache has confirmed that they will be participating. The board would like all of the parade participants to decorate their vehicles and/or floats to be in the parade.
- VI. Events — Regan Williams reported that Jason Poudrier is working on getting performers from last year to perform again this year.
- VII. Sponsorships – Katie Madigan – Reviewed and explained.
- VIII. Review of September 13, 2023, minutes

**IX. Review Financials.**

John Michael Montgomery stated there is a balance of \$103,021.68 currently in the Holiday in the Park bank account. There is still an outstanding balance for the new displays in the amount of \$84,000.

**X. Display Updates – John Michael discussed the display updates with the board.**

**XI. Security –** John Michael Montgomery has been in contact with Mark Rodriguez with JAMRAK and Robert Porter from Triangle Security. The goal is to split up hours between the two companies to secure sufficient coverage for the holiday season. Janie Billingsley suggested that HIP reach out to Cameron to see if they can provide an officer.

**XII. Photo Op Photographer –** John Michael expressed to the board that he would like to send out an RFP for a photographer to take pictures of families on the Cowboy hat display. The photographer would pay a fee to HIP to be able to do so.

**XIII. Consent Agenda.**

- a. Consider approving the September 13, 2023, minutes.
- b. Consider approving Financials.
- c. Consider giving authority to the Chairman to contract a security company.
- d. Consider giving authority to the Chairman to contract a company to repair displays.

**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.

**XIV. Business –**

- a. Consider or take action for Frost Your Fanny Race.
- b. Consider or take action on Holiday in the Park budget.

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

**ACTION:** Janie Billingsley motioned to cancel Frost Your Fanny for 2023, and work with Jerry Nottingham on his Jingle Jog race within the Holiday in the Park dates; Jerri Anderson seconded the motion. The motion passed unanimously.

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

**ACTION:** Benne Brewer motioned to approve the 2023 Holiday in the Park budget; Shelly Fields seconded the motion. The motion passed unanimously.

**XV. 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.

XVI. New Business

XVII. Adjournment: The next meeting is scheduled for October 11, 2023.

**ACTION:** Shelly Fields motioned; Katie Madigan seconded the motion. The meeting was adjourned at 2:54 PM.