

Minutes
Holiday in the Park Meeting
November 25, 2014

Committee Meeting was brought to order at 11:00 am by Michael Tennis, Vice-Chairman for Holiday in the Park. He thanked all Committee Members and Staff for attending.

Meeting was attended by: Michael Tennis, Betty King, Earl Mack, Melinda Kukurich, and Chris Walters.

Parks and Recreation staff attendance: Jeanie Wheeler, Billie Whipp.

Visitors: Joel Nelson, Insurance Carrier.

Secretary – Minutes were not presented at this time.

Other Business not presented on the Agenda: None.

NEW BUSINESS:

1. Review and take appropriate action concerning any financial actions that need to be determined.

Chairman Tennis presented this item for discussion. Tennis continued that basically at this time we only have two quotes for basic property and liability for the Holiday House and the contents. Wheeler noted that at 100,000 should be in the policy to cover the light displays as we store them on City property.

Joel Nelson reported that the insurance premium would be due by January 8, 2015 to cover 2,000,000 liability, 1,000,000 per occurrence, 100,000 for property insurance and 5,000 for contents of the Holiday House with a 500.00 deductible ensured for the Holiday House. He added that this includes the lighting displays as contents also thru Markell Insurance Company.

It was the consensus of the Chairman and the Committee that this item would be tabled until more research could be done for further quotes.

Earl Mack reported that in 2013 due to the weather conditions 6,000.00 was taken in thru the Donation House which was well below normal donations. Also, that thru June 2014 concessions at the Donation House were 2,800.00 without food expenses a 30% profit could be calculated.

Committee Reports:

a. Lighting Sponsorship Coordinator – Betty King – reported that Duane Hall had agreed to provide a Live Nativity for the night of the parade and also on Sunday, December 21st with caroling included. It would required use of the East Pavilion. She also added that she had noticed that of the lot of the sponsors signs had not yet been placed.

b. Parade Coordinator – Melinda Kukurich – reported due to the postponement of the parade because of the weather we lost 2 of 3 bands, only band remaining is Lawton High School and we gained a few

more parade entries. She added that Jim Glover had agreed to provide vehicles for the dignitaries. She asked for driver assistance of the vehicles. Earl Mack and Billie Whipp volunteered to be drivers at this time. She informed she had to rearrange the line-up with the changes. She reported that there were some issues with the Horse people in the parade – offended that there were not enough horses in the parade and they wanted to be judged separately from the rest of the parade entries. She noted that Nancy Mace at KLAW could not be here for the postponed parade and since we had used a different emcee last year that this relationship might need rebuilding as it stands John Beemer has still agreed to be the emcee.

c. Holiday House Coordinator – Debbie Tretter – No report at this time.

d. Donation House Coordinators – Betty King and Chris Walters – King reported that the donation house key did not work and there needed to be two new keys done one for herself and one for Chris Walters and the purchase of candy canes that are handed out needed to be done, 10 – 12 boxes.

e. Entertainment Coordinator – Melinda Kukurich reported that John Beemer was interested in being the Entertainment Coordinator. His problem would be his job and able to attend the meetings, the day and the time of the meetings.

f. Marketing Coordinator – Brian Toth – no report and it was noted that he had not been at the meeting in quite awhile and those marketing efforts Mr. Toth had done were done and paid for by the previous Chairman. Michael Tennis said that he would talk to Mr. Toth about him continuing in the capacity of the Marketing Coordinator.

g. Facebook Coordinator – Penny Rich – King reported that Penny Rich could not make the meeting but gave her the report that since she had the Holiday in the Park Lawton Facebook publicized that it had 1,000 likes two weeks ago and 700 this week.

Staff Reports: Wheeler noted that Jason Davis, a representative for the Firefighters Association who are Holiday in the Park sponsors had again agreed to do the fireworks for the New Year's Eve Family Celebration. She added that it would take \$1,000 committed to the purchase of the fireworks and that Kings fireworks would match what Holiday in the Park paid and the Davis said the Firefighters would Also contribute.

MOTION by Kukurich; SECOND by King to approve \$1,000.00 be allocated for purchase of fireworks for the New Year's Eve Celebration at Elmer Thomas Park. By voice vote the motion passed unanimously.

Wheeler added that she had contacted Century Tents and it would be another \$1,275.00 for the rental of the tent for the New Year's Celebration.

MOTION by Mack; SECOND by King to approve \$1,275.00 be allocated for rental of the tent for the New Year's Eve Celebration at Elmer Thomas Park through Century Tent. By voice vote the motion passed unanimously.

Tenis stated that we need to move onward and will restructure and reorganize after the first of the year.

Wheeler stated that she would be in touch with Ty Albin at the newspaper for an interview opportunity for the Chairman to promote the upcoming parade and New Year's Celebration. She would also remind Bill Herndon of the sponsor signs.

Meeting adjourned at 11:50 am. The next meeting was set for December 2, 2015 at the same time same place.

RESPECTIVELY SUBMITTED
MICHAEL TENIS, VICE-CHAIRMAN
HOLIDAY IN THE PARK