The second  retreat of the Lawton Enhancement Trust Authority was called to order by Chairman Jay Burk at 9:28 a.m. on Saturday, January 26, 2013, in the home of Richard and Marilyn Smith at 1211 Lake. Chairman Burk noted that posting of the meeting had been done according to requirements of the Open Meeting Act. A quorum of 7 members was in attendance. Those trustees present were Burk, Jane Godlove, Mary Ann Hankins, Jean Harbison, Tim Hushbeck,  Marilyn Smith and Anika Safi. Also present were Kim Shahan, City Park and Recreation Director, Maria Shahan, LETA-YA  advisor,  and Pat Beck, meeting facilitator from Great Plains Technology Center.

The meeting's purpose was to review and revise the existing By-Laws of LETA and to make these recommendations to the full Trust at the regular February meeting. Jay pointed out that at our previous retreat we had discussed changing our organization's DBA (Doing Business AS title) from LETA to Keep Lawton Beautiful. The proposed change would read as follows, "Pursuant to the Trust Indenture dated July 13, 2005, the name of the organization shall be the Lawton Enhancement Trust Authority, a public trust authority, "which shall do business as and hereafter be referred to as Keep Lawton Beautiful."  A motion was made by Godlove and seconded by Smith to include this addition in Article I, Name, and to apply this change to all references to the name of the Trust within the By-Laws. Following discussion, the motion carried unanimously  by a show of hands.

Beck directed attention to the Strategic Plan created at the first retreat held on September 8, 2012.  A motion was made by Hankins and seconded by Safi to strike the stated existing purpose under Article 2, and add the Purpose, the Vision, Mission, Values and Stakeholders statements as stated in the Strategic Plan. Vision:
"LETA will be a leading force in creating an attractive and sustainable environment through community awareness and pride.
Mission:
The Lawton Enhancement Trust Authority (LETA) is dedicated to beautifying and aesthetically enhancing the appearance of the City of Lawton, by wisely spending public and private funds entrusted to it by governmental and non-governmental sources, including the City of Lawton, individual citizens or citizen groups, and private companies on projects carefully selected and designed to make a lasting impression in areas throughout the City.
Values:
LETA will achieve its mission while:
- Demonstrating respect for all
- Selecting projects fairly and impartially
- Taking responsibility for LETA projects
- Serving with purpose
- Focusing on the issues
- Taking accountability for actions of their own and of LETA
- Maintaining a multicultural mindset

LETA's Stakeholders
- Lawton/Fort Sill Citizens present and future
- Visitors to the Lawton/Fort Sill Area
- Partners – governmental, organizational, and community sponsored"

Following discussion, motion carried unanimously by a show of hands.

Proposed changes to Article 4, Officers, are as follow: Section D. "The Treasurer and the Chair shall be responsible for the financial affairs of the Trust and shall supervise the keeping of an accurate record of all receipts and expenditures." Motion made by Harbison and seconded by Smith to approve change. Following discussion, motion carried unanimously by a show of hands.

Proposed changes to Article 5, Meetings, are as follow: Section D, Excused Absences. " Trustees are expected to attend trust meetings regularly in order to carry out the business of the trust effectively. If a trustee misses three meetings during that calendar year (The word consecutive before meetings was deleted.) without being excused by the Chair, his or her position shall be deemed vacant and the unexpired term filled with a replacement by the entity that originally appointed the vacating trustee. Absentee trustees do not have the privilege of a proxy vote." Motion made by Harbison and seconded by Smith to approve change. Following discussion, motion carried unanimously by a show of hands.

Proposed changes to Article 6, Committees, are as follow: Section A, Standing Committees. " At the regular meeting of the Board of Trustees following the annual election of officers, the Chair shall appoint from the Board of Trustees or other non trustees, as deemed necessary, the members of the various standing committees. Membership on standing committees shall be for one fiscal year." Added to the list of Standing Committees was a Public Relations Committee. Motion made by Hankins and seconded by Harbison to approve changes. Following discussion, motion carried unanimously by a show of hands.

No further action was taken.

Discussion followed regarding the drought crisis and other items included in the Strategic Plan. Burk noted that many of the goals set in that plan have been accomplished or are underway. He also made committee assignments related to the Strategic Plan. A list of these assignments is attached. Hushbeck distributed a list of Public Relations Goals formulated by him and Safi. A list of these goals is attached.

All were asked to attend the Water Symposium on February 14, at 6:00 p.m. at the City Hall.

The meeting was adjourned at 3:00 p.m.

Respectfully Submitted,

Jane Godlove
Acting Secretary