

The City of Durant encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged in order to make the necessary accommodations. The City of Durant may waive the 48-hour rule if interpreters for the deaf (signing) or translation services for limited English proficient (LEP) individuals are not the necessary accommodation.

DURANT TOURISM ECONOMIC DEVELOPMENT AUTHORITY

4:00 PM

**Roscoe J. Hatfield
Council Chambers, 300
West Evergreen,
Durant, Oklahoma
AGENDA**

January 10, 2018

**DURANT CITY HALL
300 W. EVERGREEN, DURANT, OK
ROSCOE J. HATFIELD COUNCIL CHAMBERS**

CALL TO ORDER

ROLL CALL

ORDER OF BUSINESS

1. Consent Items

- a. Consider Approval of Regular Meeting Minutes of December 20, 2017

2. Consider Items Removed from Consent

3. Citizen Comments on Non-Agenda Items

Citizens wishing to address the council regarding matters which are not listed on the agenda will be required to sign up no later than 5 minutes prior to the scheduled starting time of the meeting. The sign-in sheet will contain space for citizen's name, address, phone number, and topic to be discussed. In this way, city staff will be able to follow-up on any issues presented if necessary.

4. Administration

- a. Consider Approval of By-Laws of the Durant Tourism Economic Development Authority
- b. Present Design Concept for Logo and Other Collateral Materials and Take Possible Action
- c. Consider Approval of Trade Shows for Spring of 2018
- d. Consider Approval of Durant Area Chamber of Commerce Monthly Report of Allocation of Monies - December 2017

5. Information Items

- a. Presentation by Scott Crain, President of R & R Signs
- b. Lodging Tax Historical Report - November 2017
- c. Durant Area Chamber of Commerce Activity Report - December 2017/January 2018

6. New Business

ADJOURNMENT

CERTIFICATE

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 14th day of November, 2017 and that an agenda of said meeting was posted at the place of such meeting at 1:30 p.m..on the 8th day of January, 2018.

Cynthia J. Price, City of Durant



The City of Durant

Office of City Clerk

Memorandum

Date: 1/4/2018
To: Tourism Economic Development Authority
From: Cynthia J. Price, Secretary and City Clerk
Re: Consider Approval of Regular Meeting Minutes of December 20, 2017

Council Information / Action Requested

Approval of Regular Meeting Minutes of December 20, 2017

City Staff Information / Action Follow-up, if Council authorizes this action:

ATTACHMENTS:

Description	Type	Upload Date
Minutes 12.20.2017	Exhibit	1/8/2018

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting was filed with the City Clerk of Durant on the 23rd day of August, 2017 and that an agenda of said meeting was posted at the place of such meeting at 1:15 p.m. on the 15th day of December, 2017.

**MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT TOURISM
ECONOMIC DEVELOPMENT AUTHORITY OF December 20, 2017 AT 4:00 PM,
Roscoe J. Hatfield Council Chambers, 300 West Evergreen, Durant, Oklahoma**
CALL TO ORDER

Vice Chairman Mendez called the meeting to order at 4:03 pm. as
Chairman Thorpe was not in attendance.

ROLL CALL

Present:

Trustee Charles Calhoun	Vice Chairman Darrell Mendez
Trustee Bert Davison	
Trustee Destry Hawthorne	
Trustee Janet Reed	

Absent:

Trustee Mina Patel	Chairman Jim Thorpe
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Vice Chairman Mendez declared a quorum.

1. Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.

- a. Consider Approval of Regular Minutes from November
15, 2017 Approved

Motion was made by Janet Reed and seconded by Charles Calhoun to
approve regular minutes of November 15, 2017 conditioned upon addition
of Trustee Hawthorne to roll call. Motion Passed with the following vote:

Ayes: Calhoun, Davison, Hawthorne, Mendez, Reed

Absent: Patel, Thorpe

2. Consideration Items Removed from Consent

3. Citizen Comments on Non-Agenda Items

There were no citizen comments.

4. Administration

- a. Consider Approval of Durant Area Chamber of Commerce Proposal for Management

Disapproved

Trustee Calhoun asked Trustee Reed to explain the proposal for management specifically how it would be managed and who would be the primary contact. Trustee Reed stated she would be the primary contact. If she were to leave her position, she believed the Durant Tourism Economic Development Authority and the Durant Area Chamber of Commerce Board of Directors would select her replacement. Trustee Reed said she would be providing the Authority Board with a monthly report as to the status of each bulleted item in her proposal. There was discussion regarding how expenditures should be approved - any expenditures above an agreed upon amount would need to be brought before the Authority Board for approval. A special meeting could be called for that purpose if necessary. Trustee Reed stressed the importance of getting collateral materials in time for spring trade shows. Trustee Reed stated we must get a brand before we can move forward with anything. Trustee Reed will present two to three logos for consideration at the next regular meeting on January 10, 2018.

Motion was made by Bert Davison to approve Durant Area Chamber of Commerce Proposal for Management as presented. Motion Died for lack of Second.

Motion was made by Bert Davison and seconded by Charles Calhoun to approve Durant Area Chamber of Commerce Proposal for Management as presented. Motion Passed with the following vote:

Ayes: Calhoun, Davison, Hawthorne, Mendez

Abstain: Reed

Absent: Patel, Thorpe

- b. Discuss Selection of Trade Shows for Spring of 2018 and Take Possible Action

No Action Taken

Trustee Reed stated she would provide a schedule of events with available space at the next meeting.

c. Discuss Signage for Highway and Take Possible

Action No Action Taken

Vice Chairman Mendez discussed targeted areas for highway signage and possibility of story boards. Scott Crain will provide a presentation regarding signage at the next regular meeting on January 10, 2018.

d. Discuss Vacation Channel and Take Possible

Action No Action Taken

Trustee Calhoun stated he has made inquiries and it is his understanding all hotels would have to have the same broadband. Trustee Reed stated she has calls out to hotels in other cities to learn more.

5. Information Items

a. Lodging Tax Historical Report - October 2017

Michelle Hall, Assistant City Treasurer, addressed the Authority Board. The Authority Board stated it was not necessary for a representative to continue to appear at future monthly meetings unless requested. Vice Chairman Mendez did request a cumulative category included in the monthly report.

6. New Business

There was no new business.

Adjournment

Motion was made by Janet Reed and seconded by Charles Calhoun to adjourn meeting.

Motion Passed with the following vote:

Ayes: Calhoun, Davison, Hawthorne, Mendez, Reed

Absent: Patel, Thorpe



The City of Durant

Office of City Clerk

Memorandum

Date: 1/4/2018
To: Tourism Economic Development Authority
From: Tom Marcum, Durant City Attorney
Re: Consider Approval of By-Laws of the Durant Tourism Economic Development Authority

Council Information / Action Requested

Approval of By-Laws of the Durant Tourism Economic Development Authority

City Staff Information / Action Follow-up, if Council authorizes this action:



The City of Durant

Office of City Clerk

Memorandum

Date: 1/5/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Present Design Concept for Logo and Other Collateral Materials and Take Possible Action

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:



The City of Durant

Office of City Clerk

Memorandum

Date: 1/5/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Consider Approval of Trade Shows for Spring of 2018

Council Information / Action Requested

Approve/Deny Trade Shows for Spring of 2018

City Staff Information / Action Follow-up, if Council authorizes this action:



The City of Durant

Office of City Clerk

Memorandum

Date: 1/8/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Consider Approval of Durant Area Chamber of Commerce Monthly Report of Allocation of Monies - December 2017

Council Information / Action Requested

Approve/Deny Durant Area Chamber of Commerce Monthly Report of Allocation of Monies - December 2017

City Staff Information / Action Follow-up, if Council authorizes this action:



The City of Durant

Office of City Clerk

Memorandum

Date: 1/4/2018
To: Tourism Economic Development Authority
From: Chairman Jim Thorpe
Re: Presentation by Scott Crain, President of R & R Signs

Council Information / Action Requested

None.

City Staff Information / Action Follow-up, if Council authorizes this action:



The City of Durant

Office of City Clerk

Memorandum

Date: 1/5/2018
To: Tourism Economic Development Authority
From: Office of the City Treasurer
Re: Lodging Tax Historical Report - November 2017

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action:



The City of Durant

Office of City Clerk

Memorandum

Date: 1/5/2018
To: Tourism Economic Development Authority
From: Trustee Janet Reed
Re: Durant Area Chamber of Commerce Activity Report - December 2017/January 2018

Council Information / Action Requested

City Staff Information / Action Follow-up, if Council authorizes this action: