

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 6:25 p.m. on the 9th day of November, 2018.

**MINUTES OF THE REGULAR SCHEDULED MEETING OF DURANT TOURISM
ECONOMIC DEVELOPMENT AUTHORITY OF November 14, 2018 AT 4:00 PM,
Roscoe J. Hatfield Council Chambers, 300 West Evergreen, Durant, Oklahoma**

CALL TO ORDER

Chairman Thorpe called the meeting at order at 4:14 p.m.

INVOCATION/FLAG SALUTE

Trustee Davison provided the invocation. Chairman Thorpe led the flag salute.

ROLL CALL

Present:

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

Absent:

Trustee Mina Patel

* denotes partial attendance

Chairman Thorpe 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 Meeting Minutes of October 10, 2018

Approved

Motion was made by Destry Hawthorne and seconded by Bert Davison to approve consent item as presented. Motion Passed with the following vote:

Ayes: Calhoun, Davison, Hawthorne, Mendez, Reed, Thorpe

Absent: Patel

2. Consideration Items Removed from Consent

3. Citizen Comments on Non-Agenda Items

There were no citizen comments.

4. Administration

a. Discuss and Consider Approval of Website Design Vendor

Approved

Trustee Reed said there were two bids submitted - one bid from Computer Services for \$4500 and two other bids out of the Dallas area for approximately \$10,000 each. Trustee Reed recommended Computer Services be awarded the bid.

Motion was made by Charles Calhoun and seconded by Darrell Mendez to enter into a contract with Computer Services for the amount of \$4,500 with the requirement that a scale of the website design be completed by January 1, 2019. Motion Passed with the following vote:

Ayes: Calhoun, Davison, Hawthorne, Mendez, Reed, Thorpe

Absent: Patel

b. Update on Event Signs

No Action Taken

Trustee Reed stated one event sign with inserts has been ordered and should arrive in December 2018. Organizations and vendors may purchase advertising space on the sign. Available sign space will be advertised on the website and social media.

c. Update on Bill Boards

No Action Taken

Trustee Reed stated she was waiting on Choctaw Marketing to get back with her with a proposal. A representative of Choctaw Marketing was in attendance and stated a proposal was sent to Trustee Reed today and copies were provided to each Board member. Trustee Reed stated the website needs to be activated before the billboards are up.

d. Update on Advertising for LTA

No Action Taken

Trustee Reed stated the advertising cost was negotiated from \$2500 to \$1750.

- e. Discuss and Consider Approval for DTEDT Trust Authority Request for Proposal

Approved

The Board reviewed and discussed a handout which was in their possession. City Manager Tim Rundel stepped forward and asked all handouts provided to the Board also be provided to himself, the city attorney and the city clerk. The Board agreed. Proposed changes to the handout were discussed.

Motion was made by Bert Davison and seconded by Destry Hawthorne to approve amendments. Motion Passed with the following vote:

Ayes: Calhoun, Davison, Hawthorne, Mendez, Reed, Thorpe

Absent: Patel

- f. Discuss and Consider Approval for Durant Area Chamber of Commerce (Representative of DTEDA) Monthly Management Fee

Approved

Motion was made by Charles Calhoun and seconded by Bert Davison to approve Durant Area Chamber of Commerce (Representative of DTEDA) Management Fee for the Month of November 2018 in the amount of \$5000. Motion Passed with the following vote:

Ayes: Calhoun, Davison, Hawthorne, Mendez, Reed, Thorpe

Absent: Patel

- g. Discuss and Consider Approval for Support of Public Relations Marketing for Community

No Action Taken

Trustee Reed stated they recently had a presentation by the Public Relations Committee from the Durant Area Chamber of Commerce. The committee is looking for a marketing firm to conduct a public relations study. The total cost would be \$4000. Suggestions were made that various organizations contribute to cover the cost. Trustee Reed will talk to other organizations and see what funding is available and report back at the December 12, 2018 meeting.

- h. Discuss and Consider Approval of Grant Applications

Approved

Stephanie Gardner, Director of Durant Main Street, addressed the board and stated she submitted a grant application for the December Christmas holiday events. Trustee Reed stated all criteria has been met. Ms. Gardner gave an overview of the information contained within her grant application. Ms. Gardner will provide the Board with the amount of dollars spent in the Christmas Shopping Spree campaign from 2017.

Oklahoma Museum Association (OMA) is requesting \$5000 and, if selected, would agree to hold their conference at Choctaw Casino and Resort. Trustee Reed stated all criteria has been met. Trustee Reed will talk to OMA representatives about questions and concerns from the Board and report back with her recommendation at next month's meeting.

Motion was made by Janet Reed and seconded by Destry Hawthorne to approve grant funding to Durant Main Street in the amount of \$10,000 with \$5000 being designated for prize money and \$5,000 being designated for advertising, and Durant Main Street must provide receipts. Motion Passed with the following vote:

Ayes: Calhoun, Davison, Hawthorne, Mendez, Reed, Thorpe

Absent: Patel

5. Information Items

- a. Durant Area Chamber of Commerce (Representative of DTEDA)
Activity Report - October/November
- b. Lodging Tax Historical Report

6. New Business

There was no new business.

Adjournment

Motion was made by Charles Calhoun and seconded by Janet Reed to adjourn meeting. Motion Passed with the following vote:

Ayes: Calhoun, Davison, Hawthorne, Mendez, Reed, Thorpe

Absent: Patel