

**BROKEN ARROW CONVENTION AND VISITORS' BUREAU
REGULAR MEETING MINUTES
Monday, May 11, 2015**

The Broken Arrow Convention and Visitors' Bureau met in regular session at City Hall in the Main Conference Room, 220 South First Street, Broken Arrow, OK 74012.

1. Call to Order

Patsy Terry, Chairwoman, called the meeting to order at 11:30 AM.

2. Roll call and Introductions. Roll was called by Lori Hill

Present:	David Blue, Tiffani Bruton, Tonya Ellison, Mark Frie, Lori Hendricks, Lori Lewis and Patsy Terry
Absent:	

City Staff

Present:	Lori Hill and Lesli Myers
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Guests:

Present:	None
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3. General CVB Business

a) Consideration and possible approval of minutes from the February 9, 2015, March 9, 2015 and April 13, 2015 CVB meetings

Motion:	Motion to approve February 9, 2015 meeting minutes
Motion by:	Lori Hendricks
Second:	Tiffani Bruton
Ayes:	David Blue, Tiffani Bruton, Mark Frie, Lori Hendricks, and Lori Lewis
Nays:	

Motion:	Motion to approve March 9, 2015 meeting minutes
Motion by:	Lori Lewis
Second:	Lori Hendricks
Ayes:	Mark Frie, Lori Hendricks, Lori Lewis and Patsy Terry
Nays:	

Motion:	Motion to approve April 13, 2015 meeting minutes
Motion by:	Lori Hendricks
Second:	Lori Lewis
Ayes:	David Blue, Tonya Ellison, Lori Hendricks, Lori Lewis and Patsy Terry
Nays:	

b) Consideration and possible approval for the purchase of two additional portable power distribution boxes

Lori Hill presented the request to the CVB. With the number of events taking place in Broken Arrow increasing each year, the need to provide power for city-sponsored and community events has increased.

David Blue inquired if the two boxes would be equipped with a quick connect and hard wired by an electrician. Lori Hill mentioned she would get additional information and bring as a follow up to a future CVB meeting.

Motion:	Move to table indefinitely
Motion by:	Lori Hendricks
Second:	Lori Lewis
Ayes:	David Blue, Tiffani Bruton, Tonya Ellison, Mark Frie, Lori Hendricks, Lori Lewis and Patsy Terry
Nays:	

c) Consideration and possible approval of Broken Arrow Band Parents Association grant request for Dum Corps International

Lori Hill presented the grant request item. This is an event that the CVB has supported in the past. The event generates a number of hotel room nights as well as economic impact with the number of competitors expected for the event. Lori Hendricks requested the group provide a hotel room pick up report as a means of comparison going forward. Grant funding requested is \$5,000.00.

Lori Hendricks made a motion, and then withdrew her motion when Lori Hill stated she had additional information. Lori Hill mentioned to the CVB prior to making motions on the grant applications, the amount available in the CVB budget for grants was approximately \$77,650.00. The total of the CVB grant requests for this meeting totaled \$100,000.00. There was an option to pull monies from other CVB accounts, if available and if needed. CVB members stated they wanted to review all applications prior to making individual recommendations for consideration.

Motion:	Move to approve \$5,000.00 grant funding
Motion by:	Lori Lewis
Second:	Tonya Ellison
Ayes:	David Blue, Tiffani Bruton, Tonya Ellison, Mark Frie, Lori Hendricks, Lori Lewis and Patsy Terry
Nays:	None

d) Consideration and possible approval of Broken Arrow Performing Arts Center Foundation grant request

Lori Hill presented the item to the CVB for consideration. This is a program the CVB has sponsored since 2009. Artists scheduled for this season's Spotlight Series include: Kristin Chenoweth, Joseph and the Amazing Technicolor Dreamcoat, Steven Curtis Chapman, Liza Minnelli, The Ten Tenors, Patti LuPone, Million Dollar Quartet, Bernadette Peters and Lily Tomlin. Grant funding requested is \$75,000.00.

Mark Frie left the room at 12:23 pm

Motion:	Move to approve \$60,000.00 grant funding
Motion by:	Lori Hendricks
Second:	David Blue
Ayes:	David Blue, Tiffani Bruton, Tonya Ellison, Lori Hendricks, Lori Lewis and Patsy Terry
Nays:	None

Tiffani Bruton left the room at 12:25 pm

e) Consideration and possible approval of Broken Arrow Chamber of Commerce Rooster Days grant request

Lori Hill presented the item to the CVB for consideration. David Blue mentioned a correction to the fact sheet might be in order as it stated Rooster Days was a three-day event when this year's event was two days. Next year the grant application should be submitted earlier.

City Attorney Beth Anne Wilkening entered the room at 12:30 pm. She suggested that the CVB table the application in order to obtain financial information before they make a decision on grant funding. She suggested that Lori Hill work with the Finance Department to get estimated actuals to see where the CVB is financially for this fiscal year. She also suggested that city staff to get hard numbers from the Chamber for the event.

Motion:	Motion to request that the Finance department review actual expenditures to see if additional monies would be available.
Motion by:	Lori Hendricks
Second:	Patsy Terry
Ayes:	David Blue, Tonya Ellison, Lori Hendricks, Lori Lewis and Patsy Terry
Nays:	None

Motion:	Motion to table item until June 8, 2015 CVB meeting and direct staff to get actual numbers from the event
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Motion by:	Lori Lewis
Second:	Lori Hendricks
Ayes:	David Blue, Tonya Ellison, Lori Hendricks, Lori Lewis and Patsy Terry
Nays:	None

Mark Frie and Tiffani Bruton entered the room at 12:41 pm

4. Tourism Director and Committee Reports.

Lori Hill presented the updated hotel/motel tax collection report. Ms. Hill also provided the current expenditure report.

- 5. New/Old Business** – There was discussion that there is a concern in the community regarding the CVB providing grant funding to “for profit” events. Lori Hill mentioned she would obtain information from other Oklahoma CVBs on how they handle for profit events/grants. If needed, a representative from the City of Broken Arrow Finance office could attend the June meeting to answer questions from the CVB.

Lori Lewis mentioned that a guest to the History Museum stated that their Broken Arrow hotel front desk person stated there was nothing to do in Broken Arrow. An effort will be made to work with the Broken Arrow hotels and their front desk staff to educate them on the available activities within the community.

6. Adjournment of meeting at 12:55 PM

Motion:	Move to adjourn
Motion by:	Tonya Ellison
Second:	Patsy Terry
Ayes:	David Blue, Tiffani Bruton, Tonya Ellison, Mark Frie, Lori Hendricks, Lori Lewis and Patsy Terry
Nays:	None