



City of Broken Arrow
Minutes
Convention and Visitors Bureau

City of Broken Arrow
220 S 1st Street
Broken Arrow OK
74012

Chair Patsy Terry
Vice Chair Karen Chambless
Member Craig Thurmond
Member Trevor Swanson
Member Ben Buie
Member Carolyn Shafer
Member Vince Snelling
Member Jason Scarpa
Member Dana Ludwig

Monday, December 10, 2018

1:30 PM

Main Conference Room

AGENDA OF RESCHEDULED MEETING

1. Call to Order

Chairman Patsy Terry called the meeting to order at 1:30 PM

2. Roll Call and Introductions

Present 8 - Patsy Terry, Craig Thurmond, Vince Snelling, Trevor Swanson, Carolyn Shafer, Jason Scarpa, Ben Buie, and Dana Ludwig

Absent 1 - Karen Chambless

3. General CVB Business

- a. [18-1361](#) **Presentation and possible approval of the meeting minutes from the November 19, 2018 CVB meeting**

Ben Buie arrived at 1:31 PM

Vince Snelling arrived at 1:32 PM

The November 19, 2018 CVB meeting minutes were presented for review and possible approval.

MOTION: A motion was made by Craig Thurmond, seconded by Trevor Swanson.

Move to approve the November 19, 2018 CVB meeting minutes.

The motion carried by the following vote:

Aye: 6 - Patsy Terry, Craig Thurmond, Vince Snelling, Trevor Swanson, Carolyn Shafer, and Ben Buie

Absent: 1 - Karen Chambless

Abstain: 2 - Jason Scarpa, and Dana Ludwig

b. [18-1258](#) Presentation and possible approval of the meeting minutes from the September 10, 2018 CVB meeting

The September 10, 2018 CVB meeting minutes were presented for review and possible approval. Due to the recent restructuring of the CVB board, there will not be a quorum to vote on these minutes.

There was not a quorum for this vote therefor the motion died for lack of quorum.

c. [18-1399](#) Consideration, discussion and possible approval and authorization to execute a Professional Services Contract with ArtsOK for the Spotlight Series, for a term of three years subject to annual appropriation

Vince returned to the room at 1:48 PM

Lori Hill presented the Professional Services Contract with ArtsOk for the Spotlight Series. Ms. Hill stated this item was previously presented to the CVB during the November 19, 2018 meeting. The CVB approved the item and it was scheduled to be presented to City Council November 20, 2018.

Councilman Scott Eudey and City Manager Michael Spurgeon both felt that the contract funding should not be dependent upon the room night threshold and the item was tabled during the November 20, 2018 City Council meeting.

The City Manager feels the Broken Arrow community has a major investment in the Performing Arts Center and the city and the CVB should support the PAC as both a hotel occupancy and economic development driver for the city.

At the direction of the City Manager and Councilman Eudey, Staff worked with the Legal department to update the Services Contract language which is presented during the December 10, 2018 CVB meeting.

MOTION: A motion was made by Jason Scarpa, seconded by Ben Buie.

Move to approve the Professional Services Contract with ArtsOK for the Spotlight Series.

The motion carried by the following vote:

Aye: 8 - Patsy Terry, Craig Thurmond, Vince Snelling, Trevor Swanson, Carolyn Shafer, Jason Scarpa, Ben Buie, and Dana Ludwig

Absent: 1 - Karen Chambless

d. [18-1254](#) Presentation and possible acceptance of the North American Police Working Dog Association (NAPWDA) Follow Up Report and authorize a grant reimbursement in the amount of \$1,348.32

Carolyn Shafer and Trevor Swanson returned to the room at 1:38 PM

Lori Hill presented the follow up report for the North American Police Working Dog Association grant follow up report. Ms. Hill introduced Officer Marque Baldwin to answer any questions the CVB might have.

MOTION: A motion was made by Jason Scarpa, seconded by Trevor Swanson. Move to approve the NAPWDA grant follow up report.

The motion carried by the following vote:

Aye: 7 - Patsy Terry, Craig Thurmond, Trevor Swanson, Carolyn Shafer, Jason Scarpa, Ben Buie, and Dana Ludwig

Absent: 1 - Karen Chambless

Recused: 1 - Vince Snelling

- e. [18-1362](#) **Presentation and possible acceptance of the Broken Arrow Girls Softball Invitational College Showcase Tournament Follow Up Report and authorize a grant reimbursement in the amount of \$5,319.66**

Vince Snelling, Carolyn Shafer and Trevor Swanson left the room at 1:34 PM

Tourism Director, Lori Hill presented the follow up report for the Broken Arrow Girls Softball Invitational College Showcase. Ms. Hill introduced Mr. Robert Shafer with Broken Arrow Girls Softball to answer any questions the CVB members might have.

Mr. Shafer stated that there will not be a follow up report for the Open Showcase grant request as the tournament turnout was low due to weather and having to move the tournament weekend.

MOTION: A motion was made by Ben Buie, seconded by Jason Scarpa.

Move to approve the Broken Arrow Girls Softball Invitational College Showcase follow up report.

The motion carried by the following vote:

Aye: 5 - Patsy Terry, Craig Thurmond, Jason Scarpa, Ben Buie, and Dana Ludwig

Absent: 1 - Karen Chambless

Recused: 3 - Vince Snelling, Trevor Swanson, and Carolyn Shafer

- f. [18-1363](#) **Presentation and possible acceptance of the 2018 Cool Grilles Follow Up Report**

MOTION: A motion was made by Vince Snelling, seconded by Ben Buie.

Move to table the Cool Grilles follow up report..

The motion carried by the following vote:

Aye: 8 - Patsy Terry, Craig Thurmond, Vince Snelling, Trevor Swanson, Carolyn Shafer, Jason Scarpa, Ben Buie, and Dana Ludwig

Absent: 1 - Karen Chambless

- g. [18-1381](#) **Consideration, discussion, and possible approval of Strategic Plan update provided by Steve Powell with Destination Services, LLC**

Craig Thurmond and Jason Scarpa left the meeting at 1:52 PM

Lori Hill introduced Steve Powell with Destination Services to provide an update of the Strategic Plan Implementation.

MOTION: A motion was made by Dana Ludwig, seconded by Carolyn Shafer.

Move to approve the Strategic Plan update by Steve Powell with Destination Services.

The motion carried by the following vote:

Aye: 6 - Patsy Terry, Vince Snelling, Trevor Swanson, Carolyn Shafer, Ben Buie, and Dana Ludwig

Absent: 3 - Karen Chambless, Craig Thurmond, and Jason Scarpa

4. Tourism Director Report including updates on the following:

- a. [18-1364](#) **Presentation and discussion of updated hotel/motel tax collection report**

Lori Hill presented the updated hotel/motel lodging tax report.

This General Business was informational only - no action required or taken.

- b. [18-1365](#) **Presentation and discussion of year-to-date expenditures**

Lori Hill presented the updated year-to-date expenditure report.

This General Business was informational only - no action required or taken.

- c. [18-1366](#) **Presentation and discussion of updated activities of the Convention Sales and Marketing Manager**

Convention, Sales and Marketing Manager Brian Barger presented the updated activities report.

This General Business was informational only - no action required or taken.

5. Adjournment

MOTION: A motion was made by Ben Buie, seconded by Trevor Swanson.

Move to adjourn the meeting at 2:32 PM.

The motion carried by the following vote:

Aye: 6 - Patsy Terry, Vince Snelling, Trevor Swanson, Carolyn Shafer, Ben Buie, and Dana Ludwig

Absent: 3 - Karen Chambless, Craig Thurmond, and Jason Scarpa

All cell phones and pagers must be turned OFF or operated SILENTLY during meetings.

Exhibits, petitions, pictures, etc., shall be received and deposited in case files to be kept at the Broken Arrow City Hall. If you are a person with a disability and need some accommodation in order to participate in this meeting, please contact the City Clerk at 918-259-2400 Ext. 5418 to make arrangements.

POSTED this ____ day of _____, _____, at _____ a.m./p.m.

City Clerk