



**City of Broken Arrow**  
**Meeting Agenda**  
**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*

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**Monday, February 11, 2019**

**1:30 PM**

**Main Conference Room**

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**1. Call to Order**

**2. Roll Call and Introductions**

**3. General CVB Business**

- a. [19-228](#) Presentation and possible approval of the meeting minutes from the September 10, 2018 CVB meeting
- b. [19-229](#) Presentation and possible approval of the meeting minutes from the January 14, 2019 CVB meeting
- c. [19-232](#) Consideration, discussion, and possible approval of a grant request for the Heartland District of Civitan International for \$500.00
- d. [19-201](#) Presentation and possible acceptance of the Adroit Event Solutions Great Gatsby New Year's Eve Extravaganza Follow Up Report and possible authorization for a grant reimbursement
- e. [19-177](#) Presentation and possible acceptance of the Team Air Assurance Ruts n Guts Follow Up Report and possible authorization of a grant reimbursement

**4. Tourism Director Report including updates on the following:**

- a. [19-230](#) Presentation and discussion of updated hotel/motel tax collection report
- b. [19-231](#) Presentation and discussion of year-to-date expenditures
- c. [19-234](#) Presentation and discussion of updated activities of the Convention Sales and Marketing Manager

**5. Adjournment**

**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.**

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**City Clerk**