



**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*

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**Monday, January 14, 2019**

**1:30 PM**

**Main Conference Room**

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**AGENDA OF RESCHEDULED MEETING**

**1. Call to Order**

Chairwoman Patsy Terry called the meeting to order at 12:02 PM

**2. Roll Call and Introductions**

**Present 8 -** Patsy Terry, Karen Chambless, Vince Snelling, Trevor Swanson, Carolyn Shafer, Jason Scarpa, Ben Buie, and Dana Ludwig

**Absent 1 -** Craig Thurmond

**3. General CVB Business**

- a. [19-78](#) **Presentation and possible approval of the meeting minutes from the December 10, 2018 CVB meeting**

Chairwoman Patsy Terry presented the December 10, 2018 CVB meeting minutes for review and possible approval.

MOTION: A motion was made by Ben Buie, seconded by Trevor Swanson.  
Move to approve the December 10, 2018 CVB meeting minutes.  
The motion carried by the following vote:

**Aye: 6 -** Patsy Terry, Trevor Swanson, Carolyn Shafer, Jason Scarpa, Ben Buie, and Dana Ludwig

**Absent: 2 -** Craig Thurmond, and Vince Snelling

**Abstain: 1 - Karen Chambless**

**b. [19-79](#) Presentation of the Convention and Visitors Bureau Orientation**

Vince Snelling arrived at the meeting at 12:03 PM.

Tourism Director, Lori Hill presented the CVB orientation.

Vince Snelling left the room at 1:00 PM

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

**c. [19-74](#) Presentation of the 2018 Cool Grilles Follow Up Report and possible denial of grant fund reimbursement due to lack of overnight accommodations**

Chairwoman Patsy Terry presented the 2018 Cool Grilles follow up report agenda item. Lori Hill provided the details regarding the grant request and stated that since the minimum number of overnight accommodations were not picked up for the event, Staff was recommending denying the grant reimbursement for the 2018 Cool Grilles event.

Vince Snelling returned to the room at 1:13 PM.

Janie Green with the Broken Arrow Rotary Club arrived at the meeting at 1:14 PM. Vince Snelling left the room again at 1:14 PM. Ms. Green thanked the CVB for consideration of the Rotary Club grant request and was understanding that the CVB denied the grant reimbursement.

Vince Snelling returned to the room at 1:25 PM.

MOTION: A motion was made by Jason Scarpa, seconded by Caroly Shafer. Move to deny grant reimbursement of the 2018 Cool Grilles grant request. Motion carried by the following vote:

**Aye: 6 - Patsy Terry, Trevor Swanson, Carolyn Shafer, Jason Scarpa, Ben Buie, and Dana Ludwig**

**Nay: 1 - Karen Chambless**

**Absent: 1 - Craig Thurmond**

**Recused: 1 - Vince Snelling**

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

**a. [19-75](#) Presentation and discussion of updated hotel/motel tax collection report**

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

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

b. [19-76](#) **Presentation and discussion of year-to-date expenditures**

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

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

**5. Adjournment**

MOTION: A motion was made by Karen Chambless, seconded by Ben Buie.

Move to adjourn the meeting at 1:26 PM.

The motion carried by the following vote:

A motion was made by Karen Chambless, seconded by Ben Buie, that this be approved. The motion carried by the following vote:

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

**Absent: 1 - Craig Thurmond**

**Attest:**

**Patsy Terry** \_\_\_\_\_  
**Chairman**

**Lori Hill** \_\_\_\_\_  
**Tourism Director**