

Board of Directors Meeting
Friends of the Latimore Tourist Home, Inc.
February 8, 2022
MINUTES

The monthly meeting of the Friends of the Latimore Tourist Home Board of Directors met at 203 S. Commerce Avenue, Russellville City Hall, First Floor Conference Room, on February 8, 2022, at 12:00 p.m. President Randy Hendrix called the meeting to order.

Board members present:

Suzanne Alford
Margaret Bagby
Steve Bennett
Randy Hendrix
Bob Hiegel
Betsy McGuire
Julie Paladino

Also in Attendance:

LaShawna Boren
Mary Cohoon
Mugabe (Andy) Foster
Judy Galloway
Mayor Richard Harris
Debi Headley
Irma Jackson
Sara Jondahl
Charity Park
Aileen Pineda

Call to Order & Welcome Directors and Guests – President Randy Hendrix called the meeting to order.

Roll Call – Secretary Julie Paladino announced roll call. Board Member Ms. Jane Pittman and Mr. Marshall Morris were absent.

Finding of Quorum – A quorum was found by Mr. Hendrix.

Approval of Minutes – Mr. Hendrix made the announcement for the approval of the minutes from January 11, 2022. Ms. Betsy McGuire made a motion to move to approve the minutes. Mr. Bob Hiegel seconded. Motion carried.

Financial Report – Treasurer Margaret Bagby

Ms. Bagby announced the current balance to be at \$58,006.19. Ms. McGuire made a request that copies of the bank statement be presented at the monthly board meetings going forward. With the copies distributed, board members and volunteers can see the balance, see the checks, donations, and deposits that have been made and see it all reflected on the bank statement. Ms. Suzanne

Alford made a motion to approve the Finance Report. Mr. Steve Bennett seconded the motion. Motion carried. A copy of the bank statement is attached to these minutes.

Mr. Hendrix introduced Mr. Mugabe (Andy) Foster and Ms. LaShawna Bowes who were new visitors in the meeting.

Ms. McGuire also reminded everyone that we need to keep up with our volunteer hours.

Documenting the hours help when grants request the hours per week or total hours for the year.

Ms. McGuire brought calendars that were donated from a local business to the meeting for anyone who wanted one to help keep up with their personal hours.

City Planner Report – Sara Jondahl

No Report.

Sub Committee Reports:

Design/Planning – Bob Hiegel, Chair

Mr. Bob Hiegel stated the committee met briefly and discussed working on the quitclaim deeds. Insurance on the building once it is moved and changes hands, as well as construction

management verses the local bid contractor was also discussed. Mr. Hiegel stated he is trying to

reach out to some historic contractors. Mr. Bennett suggested it might be good to meet with Mr.

Larry Domerese. Ms. McGuire added that she is working on a grant due on March 4th with the

Arkansas Historic Preservation Program. She contacted them in reference to the process on the

city donating the preservation easement for city property. Ms. Sara Jondahl stated she would be

in contact with Mayor Richard Harris on getting that on the City Council agenda prep meeting.

Mr. Hendrix stated that every time he is out, someone is asking about the Latimore Tourist

Home, and anytime it is mentioned is a good thing. Ms. Alford and Ms. Bagby will be working

on a binder that will have a lot of documentation listed, such as donations, purchases,

reimbursements, and volunteer hours. A presentation was done for the Leadership Russellville

class to provide them with information and for a possible project idea for them to do. Overall, the

timing was not right for them to take on a project with the Latimore Tourist Home, but many

were interested in the overall endeavor. Please see a complete report of the Design/Planning

Committee meeting attached to these minutes.

Fundraising – Suzanne Alford, Chair

Ms. Alford stated the Friends of the Latimore Tourist Home Facebook page is now live. Junior

Auxiliary will be approached this spring on helping fund a possible project that will be geared

towards children/students. Mr. Hendrix did a summary for the City Council during the January

agenda prep meeting. Ms. McGuire is working on a fact sheet so that everyone is on the same

page when giving out information. Mr. Bennett stated we are needing a 2022 budget in place. Mr.

Bennett has a draft of the budget to be reviewed and the next step is to go over that with the

accountant, Mr. Daniel Shoptaw and board members. Mr. Bennett stated he is working on an

open Entergy grant. In addition, Mr. Bennett also mentioned the disk golf organization has

chosen to raise money for the Friends of the Latimore Tourist Home. Th disk golf organization

picks an organization every year to help. The event is on Saturday, March 19th at 8:00 a.m. It was

suggested that the board set up a booth to provide some coffee and donuts for the disk golf

players at the event in appreciation of their generosity. Please see a complete report from the

Fundraising Committee meeting attached to these minutes.

Operation – Julie Paladino, Chair

Two items were received in the mail. A letter from the Arkansas Historic Preservation Program. It referenced that the proposed Latimore Tourist Home Property Move will be considered by the State Review Board of the Arkansas Historic Preservation Program on Wednesday, April 6, 2022. A second letter was received from the IRS regarding information on the 990-N form. Please see a copy of the letters attached to these minutes.

Outreach – Betsy McGuire, Chair

Ms. McGuire stated the Outreach Committee met two times during the last month. Intern, Ms. McKinley Heffley is not in attendance, but she has been very helpful in uploading photos and various other important tasks. A fast fact reference sheet has been created, and Ms. Judy Galloway has done a great job with putting together a timeline for that. Ms. Mary Cohoon will also be looking over that as well before it is distributed. Ms. McGuire discussed recording hours for documentation. Mr. Bennett asked how to define recordable hours. Ms. Sarah Jondahl suggested using a system similar to what Junior Auxiliary uses. Ms. Julie Paladino will help create documentation to help record hours. Ms. Charity Park stated she added a Facebook link to the website, as well as upcoming events that are scheduled. The email address that is associated with the website account is currently Ms. Parks email address, so that needs to be officially changed over to the secretary's email address associated with the Friends of the Latimore Tourist Home. The Facebook page is now live, and Ms. Debi Headley is working on coming up with a social media strategy packet. Ms. Headly would like to get a few members together to review the strategy. Tuesday, February 15th was scheduled to meet and go over the social media strategy. The Juneteenth event is scheduled for Saturday, June 18th to better accommodate the public, rather having it on the actual day of the 19th which is on a Sunday. Ms. Paladino stated that the Taste of the Valley event is not going to happen this year. Mr. Hendrix urged everyone to post on the Facebook page. Ms. Cohoon suggested to be gathering pictures and to share them. Ms. Alford added that she personally posted to her Facebook page that if anyone has any history on the Latimore Home to comment. Mr. Mugabe (Andy) Foster who was in attendance spoke that he remembers going in the Latimore Home when he when younger. He added that getting younger kids involved such as from Arkansas Tech University is important and they can help spread the word. Mr. Hendrix added that he wanted to make sure Ms. LaShawna Bowes who is in attendance and resides off Glenwood Street, knew that she is welcome to attend any of the meetings and events. Please see a complete report from the Outreach Committee meeting attached to these minutes.

Old Business:**New Business:****Announcements:**

Next Board Meeting is Tuesday, March 8th at 12:00 p.m., First Floor Conference Room, City Hall. An Annual Board meeting will be held immediately following the regular Board meeting.

Adjournment – President Randy Hendrix