

**Board of Directors Meeting**  
**Latimore Tourist Home Committee**  
**February 9, 2021**  
**MINUTES**

The monthly Board meeting of the Latimore Tourist Home committee met at 203 S. Commerce Avenue, Russellville City Hall, First Floor Conference Room, on February 9, 2021 at 12:00 pm. President Randy Hendrix called the meeting to order.

Board members present:

Suzanne Alford  
Margaret Bagby  
Steve Bennett  
Erma Booth  
Randy Hendrix  
Bob Hiegel  
Betsy McGuire  
Marshall Morris  
Julie Paladino

Also in Attendance:

Mary Cohoon  
Judy Galloway  
Debi Headley  
Sara Hiegel  
Erma Jackson  
Sara Jondahl  
Victoria Marchant  
Mayor Richard Harris  
Andy Hatly  
Aileen P.  
Charity Park

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

**Roll Call** – Secretary Julie Paladino announced roll call. All board members were in attendance.

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

**Approval of Minutes** –Mr. Hendrix made the announcement for the approval of the minutes. Betsy McGuire made the motion to approve the board meeting minutes from January 12, 2021. Bob Hiegel seconded the motion. Motion carried.

**Guest Speaker** – Mr. Hendrix introduced Ms. Charity Park - Digital and Special Collections Librarian at the Ross Pendergraft Library and Technology Center at ATU – Presentation/Discussion of her recently completed project, Black Historical Sites of Russellville

**Financial Report** - Treasurer Margaret Bagby announced a beginning balance of \$500.00, adding that she just received a check in the amount of 100.00. The ending balance as of the meeting date of February 9, 2021 stands at \$600.00.

Beginning Balance

\$500.00

Deposits

Checks – One check in the amount of \$100.00

Ending Balance \$600.00

**City Planner Report** - Sara Jondahl – No Report.

**Old Business:** Continuing all necessary steps in establishment of FOTLTH as a 501(c)(3) nonprofit:

Report on submission of Legal documents - Steve Bennett

Mr. Bennett explained the process and summary of the two different ways to obtain a 501c3 for the Friends of the Latimore Home, LLC. A handout was passed out to all in attendance. The two different ways are completing a 1023 application or a 1023 EZ application. The filing fee for the 1023 form \$600.00, with 6-9 months of approval time, the 1023 EZ has a \$275.00 filing fee, with 3-12 weeks of approval time. Mr. Bennett added that 30% file under the 1023 form, and 70% under the 1023 EZ form. Mr. Bennett also stated when reviewing which form to go with, is to look at the big picture, not necessarily what form will be the easiest to submit. Mr. Bennett opened up the discussion for input on the two different forms and suggested a sub-committee be formed to review the forms and to get expert advice from the accountants. Ms. McGuire suggested to have the executive board members on the sub-committee, and any other members interested in being involved with the discussion and to go ahead and get a meeting set up with the accountant. Mr. Bennett stated it is recommended to have a conflict-of-interest policy within the organization, and noted that Mr. John Peel, local attorney assisting with the committee, will soon be submitting the articles of the incorporation. Mr. Bennett added that the next steps for the committee is to get the Employee Identification Number followed by setting up the books, and then apply for the tax-exempt status.

Obtaining a Certified Public Accountant (CPA) - Suzanne Alford

Mr. John Shoptaw and his son Daniel, with Shoptaw, Labahn & Company, P.A. will be serving as the CPA's for the organization.

Determine staggering of terms length for Board Members - Julie Paladino

Board members are to serve two years before rolling off. Mr. Hiegel made the motion that we take up the topic in a year and a half, seconded by Mr. Bennett. Motion carried.

Establishment of Committees - Betsy McGuire

Ms. McGuire stated there are four committees in the bylaws: fundraising, design, outreach and operation. Committee members need to decide on which committee that they would like to serve on, with the encouragement of members to serve on at least one. Members need to email

President Hendrix on their preference. A sign-up sheet was also placed at the door of the conference room for members to sign-up for a committee and or committees.

Mr. Hiegel passed out pictures of the house that shows extensive details of what the house looks like inside.

**New Business:** Addressing the next steps in the Mayor's outline for saving the Latimore Home:  
Set a date for meeting of residents of James School Park Neighborhood - Randy Hendrix  
Solidify where the Latimore House will be moved – Randy Hendrix

Mr. Hendrix explained exactly where the house will be relocated. Ms. Jondahl and Mr. Hendrix walked through the James Park to review the best possible location for the home. The house will face north within the curve of the James Park, so that it is fully seen, instead of the house facing east where the back of the home would be seen. Ms. Jodahl noted another possible location would be to move it across the street of James Park with adding some parking space behind the home.

**Announcements:**

Mayor Harris invited the committee members to the February City Council meeting where a resolution of consideration to support the Latimore Home would be discussed by the City Council members. (The meeting was scheduled for Thursday, February 18<sup>th</sup>, but due to inclement weather, the meeting was rescheduled to Tuesday, February 23<sup>rd</sup> at 6:00 p.m.). The committee was appreciative for the invitation from Mayor Harris.

Marshall Morris gave an update on the work of the Latimore House. All of the leaks have been hopefully stopped and fixed, some flashing was replaced, and some new shingles were added to areas that were missing shingles. Mr. Morris stated it should be safe to walk in the building.

Important Dates & Deadlines – Next Board meeting is Tuesday, March 9<sup>th</sup> at 12:00 p.m., First Floor Conference Room of City Hall.

**Adjournment** – Mr. Hendrix adjourned the meeting at 1:02 p.m.