

# **Board of Directors Meeting**

## **Friends of the Latimore Tourist Home, Inc.**

**June 14, 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, June 14, 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  
Marshall Morris  
Jane Pittman  
Julie Paladino Vaughn

**Also in Attendance:**

Erma Booth  
Mary Cohoon  
Ellen Collins  
Debi Headley  
Sara Jondahl  
Victoria Marchant  
Beverly Massey  
Ashleigh McMillian  
Charity Park  
Jeannie Rodriguez  
Sarah Stephens  
Joy Vickers  
Lacey Walton

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

**Roll Call** – Secretary Julie Paladino Vaughn announced roll call. Board Member Ms. Jane Pittman arrived after roll.

**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 May 10, 2022. Ms. Betsy McGuire moved to approve the minutes. Ms. Suzanne Alford seconded the motion. Motion carried.

**Financial Report** – Treasurer Margaret Bagby

Ms. Margaret Bagby announced the current balance to be at \$167,891.30. Please find the bank statement ending in May attached to these minutes. Ms. McGuire made a motion to accept the financial report. Mr. Bob Hiegel seconded the motion. Motion carried.

**City Planner Report** – Sara Jondahl

No report.

## **Sub Committee Reports:**

### **Design/Planning – Bob Hiegel, Chair**

Mr. Hiegel stated that he spoke with construction specialist, Mr. Charles Marratt of CM Construction. It was determined after discussing a standard contract that he may be more suited to be a consultant with the project. Mr. Bennett and Mr. Hiegel met with Mr. David Eddy on the Bowes property for a new purchase contract. It was agreed to give \$25,000.00 upfront as earnest money. Please find a copy of the receipt document attached to these minutes. Another item that was discussed was the warranty deed from Bridge Church, formerly New Life Church. The transfer of lots to the Friends of the Latimore Tourist Home to the City of Russellville has been filed which is reflected with the approval by the City Council in Resolution 2032, however the Resolution needs to attach the Warranty Deed instead of the Quick Claim. Russellville City Clerk, Gina Skelton is working on making that change. The Bill of Sale was also discussed with City Attorney, Trey Smith. Mr. Hiegel and Ms. Sara Jondahl spoke with Barrett and Associates, and they have agreed to donate their services on the project. They are willing to start their geo tech services. Mr. Morgan Barrett is the same entity who has been working on the James School Park renovation. Some lot cleaning up has been done by the City of Russellville with their machinery in regard to the brush. There still needs to be some trash picked up. Mr. Hendrix stated he knew of some residents who have agreed to help clean up the trash. Mr. Bennett showed the Board and those present the new banner that will be set up on the lot, which reads, Future Home of the Latimore Tourist Home. Mr. Hiegel reminded that any organizations and or individuals who are wanting to donate their services to reach out to Mr. Bennett or Ms. McGuire. Ms. Jondahl is helping the Board get a Memorandum of Understanding with the City to allow to continue to work without having to go back to the City Council on a regular basis. Mr. Hiegel also stated that Entergy will also be donating their services in helping move the power lines when the time arrives to do so. A meeting is scheduled with Mr. Omar Clemmons with Entergy to discuss that further. Ms. McGuire made a motion to accept the report. Ms. Bennett seconded the motion. Motion carried. Please find a complete report of the Design and Planning Committee attached to these minutes.

### **Fundraising – Suzanne Alford, Chair**

Ms. Alford stated that the proposed art auction that her and Ms. Jane Pittman are working on is a future project. Ms. McGuire stated she submitted the Union Pacific Foundation Community Spaces Grant and asked for the maximum of \$25,000.00. Mr. Bennett stated that Mr. Daniel Shoptaw submitted the 990-EZ financial report to the IRS for 2021 report. There are still two reports that will need to be submitted to the state. One is a financial report, the other is a status report. Ultimately, the Board will need a SAM identification number, something new that is needed. Ms. Alford discussed the general desire to add more Board Members. Ms. McGuire added that it was voted on during the annual Board meeting in January to revisit that topic in July. Ms. Alford offered to get an application for new members that the Pope County Library Foundation Board uses, to mirror for our Board Member application. She added she hopes more younger people will be interested in applying and would be valuable to have involved in the project. Mr. Hendrix stated if we do not get young people involved, then this is going to stop. This is an effort we all need to push forward on. Mr. Bennett made a motion to accept the report. Ms. McGuire seconded the motion. Motion carried. Please find a complete report of the Fundraising Committee attached to these minutes.

**Operation** – Julie Paladino Vaughn, Chair

Ms. Julie Paladino Vaughn stated that the discussion of the staggering of Board terms of office will be coming up next month. Ms. McGuire added that would also be good time to discuss new Board Members as well. Ms. Alford made a motion to accept the report. Mr. Hiegel seconded the motion. Motion carried. Ms. Mary Cohoon added that maybe on the application for new Board Members, we add a place for the type of position they would be interested in. Ms. McGuire suggested having a Youth Advisory Board or Youth Council. She added we have some great volunteers. Mr. Hendrix added we need to go to the school and reach out in the classrooms, and churches, where we go and talk to them. Honor Society and BETA Club students are required to get service hours, and this could be a way for them to get their service hours. Ms. Joy Vickers in attendance suggested we talk to Ms. Misty Barrett with the Interact Club. Ms. Vickers asked if you had to live in the city limits to be able to serve on the Board. We do not have that requirement in the by-laws. Ms. Chairty Park stated that she can add the by-laws to the website.

**Outreach** – Betsy McGuire, Chair

Ms. McGuire stated that the Outreach Committee is combined with the Communications Sub-Committee.

**Communications Sub-Committee:**

Ms. Debi Headly spoke for the Communications Sub-Committee and referenced a handout that on Ms. Opal Lee. Ms. Lee is known as the grandmother of Juneteenth. A social media post will be done on spotlighting Ms. Opal Lee for the Latimore Tourist Home social media outlets.

Ms. McGuire went into the Outreach Committee report. Ms. McGuire stated we have had a busy last month. We had a booth at the Downtown Art Walk was a success, we partnered up with the Planning and Development Booth. Ms. McGuire added that Ms. Jondahl and Ms. Victoria Marchant is going to help up get a poster made with what we can use to list ideas for what the Latimore Tourist Home could be used for. A list of ideas was provided in a handout and is attached to these minutes. Some ideas mentioned on the handout include, a history repository, office and meeting space, special event meeting area, a bed and breakfast, a place for donor recognition, a neighborhood resource center, a gift shop available inside, offer guided tours, and a food distribution center. These ideas will be listed on a poster to help engage the community. Ms. McGuire stated that the hand fans have been delivered and the invoice is printed for anyone who would like to reference that. The t-shirts have also been delivered and are ready to be sorted by size and folded, to be ready for the Juneteenth event. The invoices for the hand fans and t-shirts are attached to these minutes. We have a few buttons left which also help raise awareness. Mr. Cohoon called attention to Mr. Williams Richardson's request for obtaining African American history information. The letter request is attached to these minutes. Ms. McGuire discussed she spoke with Mr. John Cotton with the Pope County Historical Society. She is going to join that organization to help stay connected. Ms. Park spoke on the importance of the Pope County Historical Society. Ms. Paladino Vaughn stated that Ms. Headly has worked on a newsletter called Latimore Legacy. The newsletter will not go out until we have a good email list which is being processed. Ms. Bagby made a motion to accept the Outreach Committee. Ms. Alford seconded the motion. Motion carried.

**Old Business:**

**New Business:** Mr. Hendrix discussed the Juneteenth event. He wants the event to be talked about 100 years from now. We need to spread the word, reach out to people, it is important we spread the knowledge to young people. This whole thing could be lost if it is not passed down to our children and young people. Mr. Hendrix added that our community is blessed to have Ms. Jane Pittman who has helped with this event. Ms. Pittman stated stop limiting yourself, there is no line. Ms. Pittman asked if James Park University could use one of two of the donation boxes for the event. Ms. McGuire made a motion that one of the donation boxes is own loan to JPU Non-Profit. A temporary JPU label will be placed on the donation box. The Universal Housing will be set up at the event as well. Representatives from the Universal Housing who were in the meeting stated that they have not heard anything back yet from the possible grant money that they may be receiving that could go to the Latimore Tourist Home.

**Announcements:**

Next Board Meeting is Tuesday, June 14<sup>th</sup> at 12:00 p.m., First Floor Conference Room, City Hall.

**Adjournment** – President Randy Hendrix