

Board of Directors Meeting
Friends of the Latimore Tourist Home, Inc.
October 12, 2021
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 October 12, 2021, at 12:00 p.m. 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
Marshal Morris
Julie Paladino

Also in Attendance:

Mary Cohoon
Ellen Collins
Judy Galloway
Debi Headley
Irma Jackson
Victoria Marchant
Kristy Mitchell
Charles Nichols Jr.
Charity Park
Aileen Pineda
Jane Pittman
Ebony Thompson
Phyliss Walls

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 from September 14, 2021. Ms. Suzanne Alford made a motion to move to approve the minutes. Ms. Erma Booth seconded the motion. Motion carried.

Financial Report – Treasurer Margaret Bagby

Ms. Margaret Bagby announced the current balance to be at \$4,711.12. Ms. Betsy McGuire made a motion to move to approve the financial report. Mr. Steve Bennett seconded the motion. Motion carried. A copy of the bank statement is attached to these minutes.

City Planner Report – Sara Jondahl

No Report.

Sub Committee Reports:

Special Item of Business:

Design/Planning – Bob Hiegel, Chair

Mr. Bob Hiegel stated the committee reviewed and accepted the cost projection to move the home, as well as reviewed the fundraising outreach letter. In addition, the committee agreed there needs to be work on the outreach attempt to the owner of site 4. Please see the site map attached to these minutes. Mr. Bennett spoke on how well the presentation went for the congregation of the Bridge Church on Sunday, October 10th. Please see a complete Design/Planning report attached to these minutes.

Fundraising – Suzanne Alford, Chair

Ms. Alford stated there is a flier on the table that explains the thank you card process. There are two kinds of thank you cards. Board members can sign the thank you cards and anyone who solicited towards the donation received. The other thank you card is for service towards the project. Please see the process attached to these minutes. Mr. Bennett stated the committee gave presentations to the Kiwanis Club, Bridge Church and did a podcast recording with Alethese Realty. The presentations have helped get the word out there more, and additional presentations will be scheduled in the future. Mr. Bennett provided thumb drives with all the information from the fundraising and outreach committees. Anyone is welcome to take a thumb drive but be sure to sign it out so that future information can be sent out to be added to the drive. Mr. Bennett stated there will be a fundraising training day on Thursday, October 14th at 10:00 a.m. in the First Floor Conference Room of City Hall. Mr. Bennett urged the goal to raise is nearly \$75,000 by next March of 2022. It was also reminded that donors can remain anonymous. The determination letter from the IRS is still delayed, and it will probably be in November when we hear from them. This does not keep the Board from operating from working as a 501c3 non-profit organization. Please see a complete Fundraising report attached to these minutes.

Operation – Julie Paladino, Chair

No Report.

Ms. McGuire asked if the Operations committee needs to start meeting with the Design committee at this point to start thinking of long-term use of the sustainability of the house. Mr. Hiegel urged that is something that needs to happen more down the road.

Outreach – Betsy McGuire, Chair

Ms. McGuire stated that Ms. Ashley McMillan is working on the Facebook page for the Friends of the Latimore Tourist Home. Ms. McGuire discussed the presentations that Mr. Bennett spoke on earlier and added the turn out for the Mr. Ralph Wilcox meeting was great. A copy of the Courier paper article referencing the meeting with Mr. Wilcox is attached too these minutes. Ms. Julie Paladino discussed two hour shifts for working at the booth for Fall Fest on Saturday, October 30th. A sign-up sheet was placed at the front table. Ms. McGuire added December 3rd is the next Downtown Artwalk. The Lions and Rotary Clubs still need to be reached out to for presentations, as well as the Pope County Republican Committee. At some point in the future, the Board needs to update the City Council. Donor lists are still needed from members to turn in, and Board member biographies. A group photo and head shots of the Board members are scheduled for immediately following the Board meeting. It was suggested to perhaps purchase an iPad and or to purchase the Square technology to be able to accept card payments for donations and t-shirt sales. Ms. Charity Park discussed and showed the Board the status of the Friends of the Latimore Tourist Home webpage. The Board thanked Ms. Park for her work and dedication towards creating and completing the website. Mr. Randy Hendrix stated he would be in touch with a gentleman who had connections with the Latimore Home and who may have pictures that could possibly be shared. Please see the complete Outreach report attached to these minutes.

Old Business:

Latimore Tourist Home Relocation Update – Steve Bennett

New Business:

Accepting different forms of payment: Ms. McGuire

Ms. McGuire asked if we were going to limit ourselves to just accept cash and check donations. Mr. Hendrix urged that we needed multiple ways to access more payment options. Ms. Jane Pittman suggested that she can ask the Kiwanis Club how they set up and use the Square technology that is used to accept card payments with their fundraising.

Announcements:

Next Board Meeting is Tuesday, November 2nd at 12:00 p.m., First Floor Conference Room, City Hall.

Adjournment – President Randy Hendrix