

Board of Directors Meeting Friends of the Latimore Tourist Home, Inc.

**October 18, 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, October 18, 2022, at 12:00 p.m. President Randy Hendrix called the meeting to order.

Board Members present:
Suzanne Alford
Steve Bennett
Randy Hendrix
Marshall Morris
Jane Pittman
Julie Paladino Vaughn

Also in Attendance:
Mary Cohoon
Debbie DeJohnette
Connie Fontenot
Debi Headley
Irma Jackson
Victoria Marchant
Charity Park

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

Roll Call – Secretary Julie Paladino Vaughn announced roll call. Ms. Margaret Bagby, Ms. Betsy McGuire, and Mr. Bob Hiegel were absent.

Finding of Quorum – Mr. Hendrix found a quorum.

Approval of Minutes – Mr. Hendrix made the announcement for the approval of the minutes from September 13, 2022. Ms. Suzanne Alford noted to add the year of 2023 to the art and antique fundraiser in the minutes under the Fundraising Committee section. Ms. Jane Pittman added that we did reach out to the Quorum Court for assistance. Justice of the Peace Joe Pearson invited the Board to come speak during the October Pope County Quorum Court meeting. Justice of the Peace Roy Reeves made a positive statement during the Quorum Court meeting on the efforts of the Latimore Tourist Home Board. Mr. Steve Bennett made a motion to approve the minutes with comment. Ms. Pittman seconded the motion. Motion carried.

Financial Report – Treasurer Margaret Bagby

Ms. Alford provided the report for Ms. Bagby and announced the current balance to be at \$87,935,38. Please find the bank statement ending in September attached to these minutes. Mr. Hendrix made a motion to approve as presented. Mr. Bennet seconded the motion. Motion carried.

City Planner Report – Sara Jondahl

No report.

Sub Committee Reports:

Design/Planning – Bob Hiegel, Chair

Mr. Bennett provided the report for Mr. Hiegel. Mr. Bennett stated the Design/Planning committee had a good meeting last week. They will also meet again this week because of the important items. Mr. Bennett thanked the City of Russellville, Entergy, Altice USA, the City of Russellville Police, Planning Department, Recreation and Parks, and the Public Works Department. Ms. Alford added the Arkansas Department of Heritage were a huge support as well and it can hard to remember everyone to thank. Ms. Pittman added that Domino's Pizza donated the pizza for the lunch. Mr. Bennett added that the Bowes Property which is across from the James School Park is still being reviewed to purchase. City Attorney Trey Smith has sent a letter to IRA Services who has the mortgage on the property. They have until November 15th to respond. The Agreement for Services is also being worked on between the City of Russellville and the Friends of the Latimore Tourist Home, Inc. A Master Plan which is for not only the Latimore Tourist Home, but also for the James School Park is in the works. The Master Plan will have to go through the City Council for approval. The Latimore House is now on piers, and it will be for six to eight months. In the meantime, some items like the porch can be worked on. A security fence should arrive next week, and the Recreation and Parks Department will place that around the house. Please find a copy of the Design and Planning Committee report attached to these minutes.

Fundraising – Suzanne Alford, Chair

Mr. Bennett stated that there is a report on the table that is front and back in reference to the Fundraising Committee. Following up with the outstanding fundraising groups is something that we need to start back up on. In addition, Mr. Bennett has already obtained a System for Award Management (SAM) unique entity identification number, but this is something that Ms. McGuire will need to obtain also which allows the Board to seek grants through the Federal government. With the T-Mobile grant request, Mr. Bennett is thinking of doing a different approach to applying for the grant again. Ms. Alford stated there is some donor contact information missing, getting that information updated is critical. If you need the list of people of who we need more information on, please let Ms. Alford aware. Ms. Alford added that if you buy something for Latimore projects, any office supplies and or housekeeping needs, please keep your receipts to turn in to the treasurer. An example was shown on how Ms. McGuire does her receipt bookkeeping. Please find a copy of the Fundraising Committee report attached to these minutes.

Operation – Julie Paladino Vaughn, Chair

Ms. Julie Paladino Vaughn stated that the next event is the Downtown Fall Festival on Saturday, October 29th. A sign-up sheet is on the table near the entry door. Please sign-up for a two-hour shift or what you are able to do. Ms. Paladino Vaughn also discussed the potential use of a stand-up banner for the Friends of the Latimore Tourist Home Board events. She shared an example of what the City of Russellville Human Resources department uses. Ms. Debi Headley shared an example of a post card size advertising handout. This would be something that would be great to have at events. Ms. Paladino Vaughn also added that she will be reaching out to the Downtown Depot to look at reserving the inside space for the December Art Walk. Ms. Alford passed

around an example of a kid's coloring book. A coloring book that would be geared toward the Latimore Tourist Home would be a great learning tool to have for kids. A recipe book might be something else to do as part of fundraising and to get the word out more on the Latimore Tourist Home.

Outreach – Betsy McGuire, Chair

Ms. Paladino Vaughn gave the Outreach Report for Ms. McGuire. The Outreach Committee met on Tuesday, October 11th. We are looking at getting some training for social media. In addition, we are looking at publishing an alphabetical list of donors to the website. The list would not obtain donor amounts. In the Spring of 2023, we are looking at having an internship opportunity available. If you know of anyone who might be interested, please let them know that the Latimore Tourist Home Board is looking for some assistance for the spring 2023 semester. In addition, the archival event has been postponed from this fall to next October of 2023 which would be Family History and Archival Month. This would fit in perfect for what we are wanting to do with scanning and recording. We would keep a digitalized copy of anything. Interviews would also be conducted. Ms. Charity Park has been a great help and resource for this event. A possible location for the event is the Hughes Center conference room. Ms. McGuire has been in contact with Mr. Jay Jones who is the grandson of Mr. Eugene Latimore. He has sent pictures and information to Ms. McGuire. We are wanting him to come speak in February of 2023 for Black History Month. Please find a copy of the Outreach Committee report attached to these minutes.

Old Business:

New Business: Ms. Alford discussed having an Advisory Council in addition to the Board. It would prepare those members to come on to the regular Board when a position were to come available.

Announcements:

Next Board Meeting is Tuesday, November 8th at 12:00 p.m., First Floor Conference Room, City Hall.

Adjournment – President Randy Hendrix