

**Board of Directors Meeting**  
**Friends of the Latimore Tourist Home, Inc.**  
**March 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 March 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  
Betsy McGuire  
Marshall Morris  
Julie Paladino

Also in Attendance:

Donna Black  
Willie Braxton  
Mary Cohoon  
Ellen Collins  
Debi Headley  
Sara Jondahl  
Victoria Marchant  
Charity Park  
Aileen Pineda  
Sarah Stephens  
Dorothy Stewart  
Sheila Walker

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

**Roll Call** – Secretary Julie Paladino announced roll call. Board Members, Mr. Bob Hiegel and Ms. Jane Pittman 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 February 8, 2022. Ms. Betsy McGuire made a motion to move to approve the minutes. Ms. Suzanne Alford seconded. Motion carried.

**Financial Report** – Treasurer Margaret Bagby

Ms. Margaret Bagby announced the current balance to be at \$58,046.19. \$165.00 was donated at the March Art Walk held on Friday, March 4<sup>th</sup>. A total of \$75.00 was donated toward t-shirt sales.

A check was received for \$5,000.00 from the Sorrells Family. Members were very appreciative to hear the news of the donation received. Mr. Steve Bennett made a motion to approve the financial statement. Mr. Marshall Morris seconded the motion. Motion carried. Please find the bank statement ending in February attached to these minutes.

### **City Planner Report – Sara Jondahl**

Ms. Sara Jondahl stated that she spoke with Mayor Richard Harris and they will be putting the Bill of Sale to sale the Latimore Tourist Home from the New Prospect Missionary Baptist Church to the city of Russellville on the April City Council agenda. The Bill of Sale specifies that the New Prospect Missionary Baptist Church is selling the home to the city of Russellville for \$1.00. Ms. Jondahl recommended to consider giving Mayor Harris authority to allow Friends of the Latimore Tourist Home to apply for grants. This would allow to apply for grants to go more swiftly. Ms. McGuire did want to make aware to all that we do apply for grants on behalf of the city and on behalf of the Friends of the Latimore Tourist Home, so we do need to discuss more on when we need to get permission from Mayor Harris. Ms. Jondahl recommended board members attend the April City Council meeting on Thursday, April 21<sup>st</sup> to support the Bill of Sale agenda item. Ms. Bagby made a motion to approve the City Planner report. Mr. Bennett seconded the motion. Motion approved.

### **Sub Committee Reports:**

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

Mr. Bennett discussed four lots across from James School Park that the board is working on to acquire. Two of those are from the Bridge Church. The other two lots neighbor the lots that the board is acquiring from Bridge Church. A total of \$20,000.00 was decided on to purchase the lots from Ms. Lashawna Bowes. An additional \$5,000.00 will go towards a fence and the closing costs. Please find a relocation map with lot sites attached to these minutes. The Friends of the Latimore Tourist Home will also be taking care of the closing costs for the two lots from Bridge Church. Members of the board also need to discuss meeting with a construction manager for phase one, and into phase two.

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

Ms. Alford stated the Facebook page is finalized. Ms. Pittman, along with her granddaughter and Ms. Alford had a meeting with the Russellville High School Art teachers. They are very excited about the art project event. Mr. Bennett spoke on the initial budget for 2022 on the revenue coming in and expenditures. Mr. Daniel Shoptaw, volunteer accountant for the Friends of the Latimore Tourist home, has reviewed the budget as well. Ms. McGuire made a motion to move to approve the budget as presented. Ms. Bagby seconded the motion. Motion approved. Please find a copy of the budget attached to these minutes. Ms. Alford urged members that anytime you might be speaking to someone about the Latimore Tourist Home, to carry the fast fact reference sheet along with you around town. Ms. Sarah Stephens asked if the fast fact reference sheet was available online. It was just finished, and it has not made it on the website yet, however there is information available for anyone visiting the website. Please find a copy of the fast fact reference sheet attached to these minutes. Ms. Alford discussed the thank you cards that go out to donors, and how important that is in recognizing the donor. Ms. McGuire noted that the board has collected a total of 17 letters in support of the Latimore Tourist Home. Mr. Willie Braxton in

attendance, was one of the letters submitted. Additional support letters for the Latimore Tourist Home were submitted from the following people: Russellville Mayor Richard Harris, Pope County Judge Ben Cross, Rev. Tom Scott, Karen Oliver, Melissa Ross, River Valley Food 4 Kids, Joshua Dunbar, Linda Linton, Robert Crenshaw, Cynthia Hendrix, Randy Hendrix, Madria Bagby, Margaret Bagby, Ivory & Stephen Pearson, Ellen Collins Central Christian Church, William Richardson, and Corliss Williamson.

Ms. Bagby shared that she spoke with Mr. Ormond Peters on possibly obtaining antique furniture that is over one hundred years old. He asked Ms. Bagby if the Latimore Tourist Home might be able to use some of the furniture. He did not know how much it was, but it might be something that would be worth looking at to help furnish the house. Please find a complete report from the Fundraising Committee attached to these minutes.

### **Operation** – Julie Paladino, Chair

Ms. Paladino stated that the Chamber of Commerce picture highlighting the Friends of the Latimore Tourist Home new Chamber membership was supposed to be held following the board meeting, however, with two board members absent, the picture has been rescheduled following the April board meeting. Please find the welcome letter from the Chamber of Commerce attached to these minutes. Ms. Paladino also stated that she is working on the hours sheet that would help volunteers keep up with their monthly hours, which those numbers are helpful when applying for grants. The Junior Auxiliary of Russellville has an opportunity for proposed projects to be submitted for assistance. Ms. Paladino and Ms. Alford are working on getting a project submitted in hopes to getting some assistance towards the Latimore Tourist Home.

### **Outreach** – Betsy McGuire, Chair

Ms. McGuire stated that Ms. Debi Headley has done a great job helping the board with presentations and assisting with distinguishing the boards “why” and what our words are that we should be using often when presenting. The four words are authentic, collaborative, educational, and trustworthy. Ms. McGuire spoke on a point Ms. Paladino had suggested during a committee meeting, and that was using the four words during presentations, with four people focusing on each of the four words. For example, when thinking of authentic, Mr. Hendrix does a great job telling his authentic personal story about the Latimore Tourist Home. Ms. Headley spoke on the communications schedule for social media posts. We want to educate people and get them to know us, so the communication schedule is just a start in helping get information out to the public. Please find copy of the communications schedule draft for March/April attached to these minutes. Ms. McGuire stated they are refining the check list to have for presentations. Most civic groups in Russellville have been presented to by the board. Ms. Alford has taken the Friends of the Latimore Tourist Home library display down and moved it to the Russellville High School. Ms. McGuire pointed out how grateful we are for affiliates to the board, accountant - Mr. Shoptaw, Pope County Historian - Ms. Charity Parks, and attorney- Mr. John Peel. Ms. McGuire suggested we do quarter reports to the City Council to keep them updated. Presenting to them half year could also be an option. It was also suggested that we get more hand fans and t-shirts for Juneteenth approaching with the Friends of the Latimore Tourist Home logo printed on them. Ms. Alford made a motion to approve to purchase hand fans and t-shirts. Ms. Bagby seconded. Motion carried. Ms. Headley found a donation box that we could purchase and use at events. Ms. Stephens offered to purchase the lock box. The board appreciated Ms. Stephens donation. Please find a complete report from the Outreach Committee meeting attached to these minutes.

**Old Business:**

**New Business:** Mr. Bennett discussed a conflict-of-interest policy which is also stated in the bylaws to be a requirement for board members. Mr. Bennett asked board members to review the policy and be prepared to sign the policy at the April board meeting. Please find a copy of the conflict-of-interest policy attached to these minutes.

**Announcements:**

Next Board Meeting is Tuesday, April 12<sup>th</sup> 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