

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

**January 9, 2024
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 January 9, 2024, at 12:00 p.m. Vice President Betsy McGuire called the meeting to order.

Board Members present:

Suzanne Alford
Margaret Bagby
Bob Hiegel
Betsy McGuire
Marshall Morris
Jane Pittman
Julie Paladino Vaughn

Also in Attendance:

Steve Bennett	Array Gilkey
Mary Cohoon	Debi Headley
Carolyn Creel	Sara Jondahl
Deborah DeJohnette	Charity Park
Toi Drummer	Sarah Stephens

Call to Order & Welcome Directors and Guests – Board Vice President Ms. Betsy McGuire called the meeting to order in place of Board President Mr. Randy Hendrix.

Roll Call – Board Secretary, Ms. Julie Paladino Vaughn announced roll call. Mr. Hendrix was absent.

Finding of Quorum – Ms. McGuire found a quorum.

Approval of Minutes – Ms. Suzanne Alford stated that there was a name error under the Design Report of the December minutes. Ms. Paladino Vaughn noted the error. Mr. Bob Hiegel made a motion to approve the minutes. Ms. Jane Pittman seconded the minutes. Motion carried.

Financial Report – Treasurer Margaret Bagby

Ms. Margaret Bagby provided the Finance Report. Ms. Bagby stated the current checking account balance to be at \$3,161.02 and the money market account at \$43,591.55. A copy of the Arvest Bank statements ending in December are attached to these minutes.

City Planner Report – Sara Jondahl

No report.

Sub Committee Reports:

Design/Planning – Bob Hiegel, Chair

Mr. Hiegel reported the conservation easement for the Latimore Tourist Home was completed. The easement was recorded, and the original was returned to the Arkansas Historic Preservation Program (AHPP) on December 12th. A copy was sent to Eddy & Ward so that the title insurance can be issued to AHPP. A specification for the roof replacement has been prepared and is being reviewed by Mr. Wendall Miller. This spec will be sent to AHPP for approval upon completion. Mr. Hiegel and Mr. Steve Bennett have been working with Mr. Kendal Hern to rehabilitate one window. The window was removed, rebuilt and is ready to be installed. Mr. Hern will update the proposal with the finished product which can be provided to AHPP in the future. Phase 1 is in the books and project expenditures will be focused on Phase 2. We should receive authorization by AHPP to begin use of the AHPP FY24 grant of \$102,000.00 in January. AHPP requested their money be for the replacement of the roof and siding repairs/painting. Mr. Bennett prepared a proposed budget and fundraising thermometer, as well as 2023 Year in Review document. Please find a copy of the minutes of the Design/Planning Committee meeting for January and a copy of the proposed budget and fundraising thermometer/2023 Year in Review document attached to these minutes.

Fundraising – Suzanne Alford, Chair

Ms. Suzanne Alford discussed that she and Ms. Pittman began making formal visits to officials of our local banks, hospitals, medical offices, and other local corporations. Ms. Pittman updated everyone on the Stoby's Pancake Breakfast fundraiser. It will be held on Sunday, February 25th which worked out great since February is Black History Month as well. Ms. Pittman handed out tickets to those that wanted to help sell them to the public. Tickets are \$5.00 per person. Please find a copy of the Fundraising Year-End Report document attached to these minutes.

Operation – Julie Paladino Vaughn, Chair

Ms. Paladino Vaughn mentioned it was time to renew the Chamber of Commerce membership for 2024. A second item discussed was the 2024 Board of Directors. Four members whose terms ended in 2023 have agreed to extend their term and continue to serve on the Friends of the Latimore Tourist Home Board: Ms. Suzanne Alford, Mr. Randy Hendrix, Ms. Betsy McGuire, and Ms. Jane Pittman. Along with those four, Ms. Margaret Bagby, Mr. Bob Hiegel, Mr. Marshall Morris, and Ms. Julie Paladino Vaughn are the current 2024 Board members. Mr. Hiegel made a motion to accept the 2024 Board of Directors. Mr. Marshall Morris seconded the motion. Motion carried.

Outreach – Betsy McGuire, Chair

Ms. McGuire discussed social media communications. There are concerns with having two Facebook profiles. One is a group that Mr. Hendrix originally created. The other is the official Friends of the Latimore Tourist Home page. Issues have been found to arise more often with the group format and deleting that has been found to be difficult. Meta may need to be contacted for further assistance and to help resolve the problem. An issue with the group page that has been resolved was a post that an entity was trying to promote online sales of t-shirts with the Friends of the Latimore Tourist Home copyrighted logo. The post was scam and was immediately reported to Meta. It was reminded that we must take these items seriously as we do not want anyone purchasing products from a scam that they might assume is helping the organization. Ms. McGuire discussed an opportunity to work with Ms. Megan Toland and her marketing and communication students during the upcoming Spring semester. The students may be able to help us with our digital content creation. Arkansas Tech University will

resume classes on January 16th, and Ms. McGuire will follow up with Ms. Toland. Ms. McGuire noted that the Downtown Morning Rotary group presentation went well. It was held on Tuesday, January 2nd, at 6:30 a.m. at the Holiday Inn Express. Ms. McGuire discussed upcoming events for the year ahead. MLK Day and local events were also discussed. Please find a copy of the January Outreach Committee meeting minutes attached to these minutes.

Old Business: Ms. Charity Park described how the Google for Non-Profits could benefit the organization, as well as assist with providing more storage space for documentation. Ms. Paladino Vaughn made a motion to move forward with signing up for the free program available. Ms. Pittman seconded the motion. Motion carried.

New Business:

Announcements:

- Committee Meetings - Tuesday, February 6th, First Floor Conference Room, City Hall
- Board of Directors Meeting – Tuesday, February 13th at 12:00 p.m., First Floor Conference Room, City Hall
- FOTLTH Fundraising Breakfast – Sunday, February 25th at 8:00 a.m., Stoby's Restaurant

Adjournment – Ms. Pittman made a motion to adjourn, Mr. Hiegel seconded the motion. Motion carried.