

**Board of Directors Meeting**  
**Friends of the Latimore Tourist Home, Inc.**  
**December 13, 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, December 13, 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

**Also in Attendance:**

Sara Jondahl  
Charity Park

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

**Roll Call** – Vice President, Ms. Betsy McGuire announced roll call in place for Secretary Ms. Julie Paladino Vaughn who was absent.

**Finding of Quorum** – Mr. Hendrix found a quorum.

**Approval of Minutes** – Ms. Suzanne Alford corrected that under the Design/Planning report it should be stated as Arkansas Historic Preservation Program (AHPP). Mr. Bob Hiegel made a motion to approve as amended. Mr. Steve Bennett seconded the motion. Motion approved.

**Financial Report** – Treasurer Margaret Bagby

Ms. Margaret Bagby provided the Finance report. She announced the current balance to be at \$88,339.36. Please find the bank statement ending in November attached to these minutes. Mr. Hiegel made a motion to approve the Finance report. Ms. Jane Pittman seconded the motion. Motion approved.

**City Planner Report** – Sara Jondahl

No report.

**Sub Committee Reports:**

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

Mr. Hiegel provided the Design/Planning Committee report. City Attorney Trey Smith provided a final version of the Memorandum of Understanding (MOU) to Ms. Sara Jondahl on

November 16<sup>th</sup> that he believed was appropriate to protect the City in assuring that repairs and restoration will be consistent with City expectations. The Design Committee accepted the final version and sent to the Full Board via a Special Meeting which was approved on December 1<sup>st</sup>. The accepted version was forwarded to the December 6<sup>th</sup> City Council Agenda Preparation meeting. The City Council will review the MOU at the December 15<sup>th</sup> City Council meeting.

In support of the MOU above, the Design Committee prepared a draft of an Interim Repair Plan to allow making repairs and cleanup of the Latimore Tourist Home while it is residing on its temporary location adjacent to James School Park. Mr. Hiegel provided changes consistent with what he believes is required to obtain City approval. Mr. Bennett incorporated the changes and Mr. Hiegel approved the revised draft. The MOU states that any proposed repairs and restoration will be approved by the Mayor, Building Official, and the Fire Marshal, Mr. Richard Setian. A cover sheet was provided to obtain approval of Design Chair Mr. Hiegel, the Fire Marshall, Mr. Setian, and Mayor Fred Teague. This Plan does not need to be approved by the City Council. A revised copy of the signature page including Plan was revised and issued as Rev. 0. Please find the revised copy of the Plan attached to these minutes.

IRA Services holds the mortgage to lots 9 & 10 in a trust account. Friends of the Latimore Tourist Home has been seeking purchase of the property since 2021 and has an open contract for its purchase. A letter was sent to IRA Services on October 11<sup>th</sup>, 2022, requesting them to provide the needed information to Eddy & Ward by November 15<sup>th</sup>. No such information was provided. A second letter was prepared by Mr. Mr. Smith and was approved at the November 17<sup>th</sup> City Council meeting. The letter was issued on December 5<sup>th</sup>, 2022. Please find a copy of the letter attached to these minutes. Mr. Hiegel and Mr. Bennett met with Mr. Smith on December 12<sup>th</sup> to discuss the process for applying eminent domain on lots 9 & 10 of the Bowes property. Mr. Smith explained that condemnation/eminent domain proceedings under Ark law 18-15-303 can begin quickly. However, there are several legal steps that are required. Condemnation includes the filing of notice with the mortgage holder followed by running orders in local publications that the action is taking place. A local Circuit Judge will be assigned to handle the action. If the City wants to proceed under "Immediate Taking" additional justification may be needed as to why the City would be negatively affected by a delay in acquiring the property. Mr. Smith will begin working on the condemnation process and will contact Eddy & Ward.

Mr. Hiegel also discussed in the meeting the long-term Master Plan of James School Park. Discussions have been with the Recreation and Parks Department and the Road Department. The Latimore Tourist Home would be presented as an adjacent addition to the park since the home cannot go onto a land grant property.

Ms. McGuire stated that we have submitted a Letter of Intent (LOI) to apply for a Historic Preservation Restoration Grant (HPRG) from AHPP. We should hear something on that after the first of the year. At some point, we need to do a follow up meeting with some questions with the AHPP. They also may want to come to our year-end meeting. Ms. Pittman stated her plan is to put together a packet for donors. She also mentioned we need to wait until the first of the year before reaching out more and making appointments to speak with people.

Mr. Bennett discussed that Ms. McGuire has provided a Letter of Intent to AHPP for an additional source of funding. Ms. McGuire stated that FOTLTH does not meet the requirements

for the National Park System Save American Treasures since properties that have local or state significance could not apply.

Mr. Bennett asked to be able to submit grants on behalf of the Board. Ms. Bagby, Treasurer, made a motion to have Mr. Bennett be a grant author. Ms. Alford seconded the motion. Motion carried. Mr. Bennett referenced a handout on the budget. He discussed how we get to the total amount in the Latimore Tourist Home bank account. Some of our money is tied up elsewhere, so that is actually our money too. In addition, we have money that is held in an account of the City of Russellville as well. Attached are the handouts that assist in the understanding of what money we have. Ms. McGuire suggested we give accountant Mr. Shoptaw a copy of the documents. Mr. Bennett also explained the Thermometer of Fundraising in Support document. Please see the thermometer document attached to these minutes. Request for Qualifications (RFQs) were also discussed for professional services which would not look to go out until January or later. Please find a copy of the Design and Planning Committee report attached to these minutes.

**Fundraising** – Suzanne Alford, Chair

Ms. Alford discussed the December Art Walk. The crowd was large and perhaps one of the biggest that she has seen since the Art Walk series started. The Board was set up inside A Better Way Realty. A quilt was on display and up for auction, along with the video by Mr. Hans Stiritz of the moving of the Latimore Tourist Home to show for the event. The video was a donation from Mr. Stiritz, a value of \$3,000.00 to \$3,500.00. The Board is very appreciative for his professional and amazing work. The staff of A Better Way Realty were wonderful and great hosts to the members of the Board and all the visitors who stopped by during the Downtown Art Walk. Ms. Pittman stated she would like to donate some of her own pieces that she does towards the next Art Walks.

**Operation** – Julie Paladino Vaughn, Chair

No report.

**Outreach** – Betsy McGuire, Chair

Ms. McGuire provided the Outreach Committee report. Members of the Outreach Committee met with Ms. Hope Adaire. Social media platforms and training on that were the main discussion. For example, Instagram and Facebook training, along with possible You Tube training. Ms. Charity Park added that she thinks it would be very helpful to have. Ms. McGuire suggested we bring a proposal to the January Board meeting to have a vote on approval for the training. The one-time training would be \$350.00. Ms. Alford added we need to know who would show up to get the most out of the expenditure. Ms. Alford made a motion for Ms. McGuire to ask for a proposal or training from Ms. Adaire to have ready to share for the January Board meeting. Mr. Hiegel seconded the motion. Motion carried. Ms. McGuire asked the Board if we wanted to conduct our annual Board meeting following the regular Board meeting on January 10<sup>th</sup> with a lunch in between. Ms. Alford suggested donors to be invited as well. Ms. Bagby suggested showing the video during the annual meeting. Ms. McGuire added the video could be played during the lunch. Ms. McGuire discussed giving donors, guests, and members a schedule for January 10<sup>th</sup>, to let them know what time our Board meeting will be held, lunch, and the year-end review meeting.

**Old Business:** Advisory Council – Ms. Suzanne Alford

Ms. Alford would like to leave this topic on the table for consideration. She added that eventually Board Members will have to be replaced, and to have multiple people ready to go who are engaged and ready to serve would be beneficial.

**New Business:**

**Announcements:**

Committee meetings will be held on Tuesday, January 3<sup>rd</sup>, with the regular Board Meeting scheduled for Tuesday, January 10<sup>th</sup> at 12:00 p.m., First Floor Conference Room, City Hall.

**Adjournment** – Mr. Hendrix