

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

**July 12, 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, July 12, 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
Julie Paladino Vaughn

Also in Attendance:

Erma Booth
Mary Cohoon
Ellen Collins
Debi Headley
Irma Jackson
Sara Jondahl
Victoria Marchant
Charity Park
Lauren Penney
Lindsey Richardson
Fred Teague
Terry Thomas
Lorenzo Walton

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. Jane Pittman and Mr. Marshall Morris were absent. Ms. Margaret Bagby arrived after roll call. Ms. McGuire stated that she believes that when a Board Member is taking someone to the doctor's office or is having to visit the doctor's office, that it should be considered an excused absence. Our by-laws hold Board Members to not miss no more than two meetings a year.

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 June 14, 2022. Ms. Betsy McGuire moved to approve the minutes. Mr. Bob Hiegel seconded the motion. Motion carried.

Financial Report – Treasurer Margaret Bagby

Ms. Suzanne Alford filled in for Ms. Margaret Bagby until she arrived. Ms. Alford announced the current balance to be at \$168,683.25. Please find the bank statement ending in June attached to these minutes. Ms. Alford stated that the Donor Box has really come to life. Representatives, Lauren Penney and Lindsey Richardson from the Junior Auxiliary of Russellville Finance Committee were in attendance to present a \$500.00 check to the Friends of the Latimore Tourist

Home. This was due to a grant application that was submitted in the spring to the Junior Auxiliary of Russellville. Mr. Hiegel made a motion to accept the financial report. Mr. Steve Bennett seconded the motion. Motion carried.

City Planner Report – Sara Jondahl

No report.

Mr. Hendrix asked those in attendance who are new in attending to introduce themselves. Mr. Lorenzo Walton introduced himself, as well as Mr. Fred Teague.

Sub Committee Reports:

Design/Planning – Bob Hiegel, Chair

Mr. Hiegel stated it is still being considered whether to use Mr. Charles Marratt of CM Construction as a consultant with the project. There is a new purchase contract with the Bowes property. It is now \$25,000.00 plus \$5,000.00 in anticipation of closing costs. The contract has been delayed previously due to an IRA Investment company that has the title to the property, they have now agreed to work with us and the information needed should be here by the end of July. Warranty Deeds have been received from the Bridge Church and are now in possession with the City of Russellville. A Bill of Sale to the City of Russellville to purchase the Latimore Tourist Home from the New Prospect Church has been worked on. The Board of Trustees with the New Prospect Church have come back with additional changes concerning liability insurance, and the transfer of the property will most likely happen and intended during the actual relocation of the house, rather ahead of time. That looks like it will happen in September. Barret & Associates have agreed to donate their services, the timing of that service will be dependent on the closing of the Bowes property. There may be a couple more thousands of dollars to be added to the contract of the Bowes property to meet the financial needs. The good news is there is corporation with the IRA company who agreed to send the financial information. Some of Barret & Associates items will start ahead of time. A hole will be dug with the help of the City of Russellville Public Works to do a geo tec investigation. A Memorandum of Understanding will happen, Ms. Sara Jondahl is working on that which will be with the City Council. On June 28th, a meeting with Entergy was scheduled to discuss logistics of moving the house, it was agreed to move it directly on to Houston Avenue and pull it down to James School Park. A power outage will occur in some of the area, up to four hours. Entergy will notify the residents of the power outage that will occur. Measurements of the house will be taken, as well as jacking the house up on barrier beans, which will take several days. It will be set up in the air for two to three weeks. A location at the corner of 5th and Houston is being looked at to be purchased to set the house on temporarily. The Bridge Church owns the property now. Mr. Bennett recommends purchasing the triangle piece of property. Mr. Hiegel stated that it would be used for to place the house on for perhaps up to six months, but also afterwards can be used for a possible parking lot. It could also be used for selective demolition during the construction process. Ms. Debi Headley asked why the house needs to be moved temporarily and not permanent and to the final site. Mr. Hiegel replied it is because there is at least six months of design work to be done, and it gives more time to work on it. It will also give us time to get the insurance on it and fence it around for liability purposes. Mr. Hiegel recommended to fence it all the way around for security purposes. Mr. Terry Thomas with the City of Russellville Recreation and Parks said the area was heavily traveled. Ms. McGuire reminded that the grant money received must be spent by May 31st of 2023. Mr. Heigel stated we need to determine who will own the house, a non-profit or the City of

Russellville. This is because contracts will need to be signed and when bidding occurs it alters the process depending on the type of ownership. A legal opinion might be best suited to determine the specific ownership. Mr. Bennett stated he will table the request to purchase the property that could be used for placing the house on temporarily. The removal of the front porch is being looked at to see what can be salvaged. Please find a complete report of the Design and Planning Committee attached to these minutes.

Fundraising – Suzanne Alford, Chair

Mr. Bennett stated that Ms. Suzanne Alford and Ms. Jane Pittman are working on an art auction to be held in the future. In addition, Mr. Bennett passed around copies of two reports that are due to the State of Arkansas for the end of the 2021 financial year. Please see copies of the reports attached to these minutes. Ms. McGuire stated that last month we were approved for the HPRG Option 2 Grant from the Arkansas Historic Preservation Program (AHPP), we had asked for a little bit more than what we were awarded, \$52,000.00. It is a reversible grant and was received by the City of Russellville because it was applied on behalf of the City of Russellville, Ms. Victoria Marchant. The money cannot be used to purchase any property, and if there are any questions on how to use the money correctly, Ms. Marchant can assist with contacting AHPP, Heather Carter is the grants analyst with AHPP. Any checks written from this grant money will be written by the City of Russellville. The current Finance Director for the City of Russellville is Ms. Robin Johnson. A picture was sent to the Courier paper with the check being hand delivered to Ms. Johnson. Mr. Bennett stated that we have been approved to receive \$5,000.00 from an Entergy grant. Entergy has also agreed to donate the cost of the removing and replacing the electric during the move of the house. Ms. Headley brought up that it might be a good time to revisit updating the fundraising packet. It was agreed to revisit the fundraising packet for possible updates. Please find a complete report of the Fundraising Committee attached to these minutes.

Operation – Julie Paladino Vaughn, Chair

Ms. Julie Paladino Vaughn stated that the River Valley Business Expo will be held on Wednesday, August 10th at the Boys and Girls Club. If Board Members and volunteers can try to attend, that would be great. A volunteer sign-up will be sent out. A preview party will be held on Tuesday, August 9th. Our booth was donated by UAB Radio, and we are very appreciative for that donation. Please find a copy of the 2022 River Valley Business Expo Contract and the Terms of Contract for Booth Space attached to these minutes.

Outreach – Betsy McGuire, Chair

Ms. McGuire stated that Mr. Bennett will give the quarterly report to the City of Russellville at the agenda prep meeting. Please find the report attached to these minutes. We have had great PR in the recent weeks due to receiving the HPRG Option 2 Grant. Ms. Charity Park stated the October 15th is the date set for the oral history collection. It is a good time because it will be cooler, and we will have time to advertise for it. October is also family history month. The newsletter that Ms. Headley is working on will need to be revised because of the many new updates. A list of subscribers is being worked on so that the newsletter can go out to those who have requested information. The end of August is being looked at to have the newsletter sent out. Ms. McGuire stated that in the fall, the Outreach Committee will be reaching out to the schools, to try and get in with the High School and lower grades to inform them on the Latimore Tourist Home. Mr. Hendrix added that there are younger people that want to learn about this, and it is up

to us to get to them and let them know of our mission. Ms. McGuire stated that Mr. Hendrix signed a support letter for a grant that Ms. Danielle Housenick from the Downtown Depot is applying for in reference to concerts. Please see the signed letter from Mr. Hendrix that will be used in the grant application attached to these minutes.

Mr. Hendrix also added that he wants to keep the board the size that it is currently with nine Board Members. We are a team, and he wants the team to stay the same right now. Ms. McGuire added that our By-Laws state that we have of a minimum of least four, and no more than 15 Board Members. We have been officially a 501c3 organization since October of 2021. She stated that she agrees with Ms. Hendrix, and leans towards leaving it alone for right now. Ms. Alford added that she would like to see more Board Members from the black community. An Advisory Board committee is also another way to add more members. Mr. Hendrix trusts with what is happening, and trusts with what is going on. Mr. Bennett stated that he would like to see that if candidates would like to come on board, to give them the opportunity. Ms. Alford is working on an application for those who might be interested in being more involved. Ms. McGuire made a motion that we do not make a change right now in expanding the number of Board Members, that Ms. Alford will get the application ready to place on the website for public access, and we revisit the idea in the new year. Mr. Bennett seconded the motion. Motion carried.

Old Business:

New Business: Ms. Julie Paladino Vaughn stated that it is time to draw for term limits. Ms. McGuire added that this is the first year for all to serve since October 2021 was when the Friends of the Latimore Tourist Home was officially formed as a 501c3 organization. Please see below for term years that Board Members will serve until. This puts us in compliance with our By-Laws. Of course, anyone who wants to stay on after their term ends can be re-elected on to the board.

Mr. Bob Hiegel – 2024

Mr. Steve Bennett – 2024

Ms. Julie Paladino Vaughn – 2024

Mr. Randy Hendrix – 2023

Ms. Betsy McGuire – 2023

Ms. Suzanne Alford – 2023

Ms. Margaret Bagby – 2024

Mr. Marshall Morris – 2024

Ms. Jane Pittman – 2023

Mr. Hendrix added that every meeting is full of information and things that we need to get done, he appreciates everyone for their time and effort. He thanked guests in attendance. Mr. Hendrix added that in the next 50 years, he would like to see us get interested in planting more trees. Mr. Lorenzo Walton in attendance works for the Forestry Service. Ms. Paladino Vaughn asked Mr. Walton if the Forestry Service gives away trees during certain periods of the year. They will for free if they have extra. The county does give away trees during certain times of the year. Mr. Hiegel added we may want to put some more in the James School Park.

Announcements:

Next Board Meeting is Tuesday, August 9th at 12:00 p.m., First Floor Conference Room, City Hall.

Adjournment – President Randy Hendrix