

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

**November 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, November 8, 2022, at 12:00 p.m. President Randy Hendrix called the meeting to order.

**Board Members present:**

Steve Bennett  
Randy Hendrix  
Bob Hiegel  
Betsy McGuire  
Marshall Morris  
Jane Pittman  
Julie Paladino Vaughn

**Also in Attendance:**

Mary Cohoon  
Debbie DeJohnette  
Debi Headley  
Sara Jondahl  
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. Suzanne Alford and Ms. Margaret Bagby were absent. Ms. Bagby’s absence was noted by Ms. McGuire that it should not be counted against her for that she was working at the Election Head Quarters.

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

**Approval of Minutes** – Ms. McGuire mentioned a couple of corrections from the October Board meeting minutes. Ms. McGuire moved to motion to accept the minutes as submitted. Mr. Bob Hiegel seconded the motion. Motion carried.

**Financial Report** – Treasurer Margaret Bagby

Ms. Jane Pittman provided the finance report for Ms. Bagby. She announced the current balance to be at \$88,170.82. Please find the bank statement ending in October attached to these minutes.

**City Planner Report** – Sara Jondahl

No report.

**Sub Committee Reports:**

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

Mr. Hiegel provided the Design/Planning Committee report. Mr. Hiegel stated they have been working on the James School Park Master Plan, alongside the Recreation and Parks Committee. This is for the entire park, not just for the Latimore Tourist Home. It includes a splashpad and an inclusive playground accessible to those with disabilities, better parking, and better security to the park. Mr. Trey Smith, Russellville City Attorney, has been working on the Agreement of Services/Memorandum of Understanding for the Latimore Tourist Home to work independently.

A meeting is scheduled with the Arkansas Historical Society to go over their guidelines on building codes. In addition, temporary fencing is up around the house. We can now also begin looking at repairing the porch and rotten floors which can be worked on at the temporary location. The Bowes property sale is still being worked on, and it is possible that to get the property it may be by eminent domain. Please find a copy of the Design and Planning Committee report attached to these minutes.

**Fundraising** – Suzanne Alford, Chair

Ms. Pittman provided the Fundraising Committee report. Ms. Pittman stated that she contacted Ms. Jennifer McGill with Legends Casino and Resort on possibly receiving support from them. The Art Auction is being discussed to have jointly during the Holiday Glow Art Walk in December.

**Operation** – Julie Paladino Vaughn, Chair

Ms. Julie Paladino Vaughn provided the Operations report. She stated that the Latimore Tourist Home Board had a booth setup for the Downtown Fall Festival. It did rain, and the booth had to be packed up early, but we made it a success. It was a team effort, and we were able to continue to get the message out on the Latimore Tourist Home. Ms. Sara Jondahl was thanked again for her donation towards the booth for the festival. The next event will be December 9<sup>th</sup> which is the Downtown Holiday Glow Art Walk. Ms. McGuire stated that Ms. Alford has been in contact with Mr. J.P. Leonard to possibly use his building during the event. Ms. McGuire added that Ms. Alford thought it would be great to start selling the art that we do have at our future events.

**Outreach** – Betsy McGuire, Chair

Ms. McGuire provided the Outreach Committee report. Ms. McGuire discussed updating the informational handouts. Also discussed was updating the donor list to be alphabetical and dividing the list into three categories of Contributors, In kind, and Grantors. Ms. Debi Headley has prepared a draft form of a frequently asked questions handout. Please find a copy of handout attached to these minutes. Ms. Headley added that we need to start thinking about branding for the Latimore Tourist Home, such as the logo and font. Ideally, we want people to see something and recognize it. Ms. Headley discussed possibly doing a lot of the creative work in the program called Canva. She added that if you see a logo or look that you like, to let the committee know. Ms. Paladino Vaughn mentioned creating a folder in google drive to share items we like for everyone to see. Ms. McGuire stated that we have the Latimore Tourist Home Board logo, but now we are looking at a separate entity of the Latimore Tourist Home. It needs its own separate brand. Ms. Headley added that we need to have a standard of what our event tables and or booth look like. We need to look at possibly updating posters and handouts, so that they are more comprehensible and strategic.

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

Ms. Hendrix stated that Ms. Alford was absent, but we will revisit the discussion during the December Board meeting. This topic is based on the idea that an Advisory Council would not be able to vote, but to be engaged and stay informed on the Latimore Tourist Home. It would be a Council to get more ideas from, and a way to add more volunteers.

**New Business:** Mr. Bennett stated that last month we proposed to have a special meeting to approve a Memorandum of Understanding, however, there was some wording that would have hampered what we could possibly do in the future. There may have been an alternate interpretation of some of the wording. That version was pulled so that the wording could be reviewed and edited. Once the document is ready, we will set up a special called meeting for the document to be voted on.

**Announcements:**

Next Board Meeting is Tuesday, December 13<sup>th</sup> at 12:00 p.m., First Floor Conference Room, City Hall.

**Adjournment** – President Randy Hendrix