

Board of Directors Meeting

Friends of the Latimore Tourist Home, Inc.

July 11, 2023
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 July 11, 2023, at 12:00 p.m. President Randy Hendrix called the meeting to order.

Board Members present:

Suzanne Alford
Steve Bennett
Margaret Bagby
Randy Hendrix
Bob Hiegel
Betsy McGuire
Marshall Morris
Julie Paladino Vaughn

Also in Attendance:

Mary Cohoon
Carolyne Creel
Deb DeJohnette
Toi Drummer
Debi Headley
Irma Jackson
Sara Jondahl
Janet Jones
Victoria Marchant
Charity Park

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

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

Finding of Quorum – Mr. Hendrix found a quorum.

Approval of Minutes – Ms. Betsy McGuire stated a correction under the Fundraising Committee paragraph, in reference to a grant that was received, it needs to be changed that we were granted more funding compared to the prior year, not less. Also in the same paragraph, the word advised needs to be edited to state revised. Mr. Steve Bennett made a motion to approve the June 2023 Board minutes as presented. Mr. Bob Hiegel seconded the motion. Motion carried.

Mr. Hendrix shared a personal and very moving story on the background of his family. Mr. Bennett shared a positive health update on himself that everyone was glad to hear. Ms. Suzanne Alford shared that it was great to have so many great friends in the room all together.

Financial Report – Treasurer Margaret Bagby

Ms. Margaret Bagby stated the current balance to be at \$85,646.93. A copy of the bank statement ending in June is attached to these minutes. Ms. ~~Suzanne~~ Alford made a motion to approve the Finance Report. Ms. McGuire seconded the motion. Motion carried. The raffle for the grill that was donated to the Board was a success and we were able to raise \$1,776.00. It was suggested to think of doing another raffle during the time of the Downtown Fall Fest, and to announce the winner during or after the December Art Walk.

City Planner Report – Sara Jondahl

Ms. Sara Jondahl reported that the City of Russellville was awarded the Raise Grant for trails. She thanked the Board for writing a letter of support. Everyone was appreciative for Ms. Jondahl's successful efforts.

Sub Committee Reports:

Design/Planning – Bob Hiegel, Chair

Mr. Hiegel reported that the house has been moved to the permanent location, but before it is in its final settled place, the concrete piers are still in the process of being completed. Mr. Bennett stated that was a monumental stage with getting the house onto the permanent location. Mr. Hiegel explained that the process of obtaining lots 9 and 10 is almost complete. Further, Mr. Hiegel explained that the Condition Assessment Project Plan is going to help us down the road that Mr. Bennett put together. Everyone thanked Mr. Bennett for his extensive efforts with putting together the plan. Mr. Hiegel stated that we have not received any applications for a contract manager, but we can still proceed with working on certain items of the house, and work on them individually. Ms. McGuire spoke with a staff associate at Miller Roofing on their previous commitment. A call to them might need to be done soon to follow up. Please find a copy of the minutes of the Design/Planning Committee meeting for July attached to these minutes.

Fundraising – Suzanne Alford, Chair

Ms. Alford stated we need donations and referred to small and big businesses with a list from the Chamber of Commerce. Not all businesses are members of the Chamber so not all are listed, but it is a great starting resource. If those who can assist, she suggested to take a copy of the list and a copy of her letter. Ms. McGuire added that copies of Mr. Bennett's latest fundraising thermometer (revision 5) is on the table. Please find a copy of the fundraising thermometer and the minutes for the July Fundraising Committee meeting attached to these minutes.

Operation – Julie Paladino Vaughn, Chair

Ms. Paladino Vaughn reported that the Friends of the Latimore Tourist Home logo has been approved to be trademarked by the Arkansas Secretary of State. The trademark is for printing and advertising purposes. It is good for five years until it is up for renewal. We plan to have the Latimore Tourist Home logo trademarked as well, which is a separate logo. Ms. Debi Headley, Ms. Victoria Marchant, and Ms. Paladino Vaughn will soon be meeting again with Ms. Madison

McKinley with Mayco Branding to finalize the logo process for the Latimore Home. They have met virtually for the last three months. Ms. Headley reported that we have narrowed the logo down to three different options, and we will be ready to submit those to the Outreach Committee meeting in August. In addition, Ms. Headley explained the need of two different logos between the Friends of the Latimore Tourist Home logo and the Latimore Home logo. She emphasized how exciting it is to share the options for the future logo of the Latimore Home that have been worked on thoroughly.

Outreach – Betsy McGuire, Chair

Mr. McGuire reported on the visit of Mr. Jay Jones which will be the 5th, 6th, and 7th of September. He will have a tour of the Latimore Home, and we will most certainly want to hear what he has to say as he walks through the home. Ms. McGuire also added we will do a public talk so we can obtain as much information from him as we can during his visit. Ms. Charity Park reported on the Russellville Memory Project. The next meeting is Wednesday, July 12th. At the actual event itself, we hope to have a lot of volunteers. Photos, documents, and similar items are being requested to bring to the event to help archive them. Ms. McGuire spoke on civic presentations; September 1st is the next Downtown Ark Walk. The Business Expo is already lined up for August, and a presentation to the Pope County Home School program is also scheduled. Interviews with the radio station are set up for the second Thursday of each month. Ms. McGuire and Mr. Hendrix will be the first to do the interview on Thursday, July 13th at the radio station. Mr. Hendrix emphasized he would like to see different members do the interviews each month. Ms. Paladino Vaughn suggested we get a copy of the recording of those interviews so that we can keep those in our archival files. A handout of frequently asked questions is provided at the table for anyone to take. Please find a copy of the Outreach Committee meeting of July attached to these minutes.

Old Business:

New Business:

Mr. Bennett discussed the State of Arkansas 2023 Annual Report for Non-Profits. This is required every August. It needs to be in by the end of August. It is to document that we are still a non-profit corporation. A financial report is due at the end of July as well, a notary is required for that. A good standing letter should be received afterwards. Another document that is required is to send a copy of this years 990 EZ, which is an extensive effort. Mr. Daniel Shoptaw assists us with that effort. Mr. Bennett added that every quarter we give a report to the Mayor and City Council on what we have accomplished. It is a summary of our accomplishments and a big picture of everything that we have done. Ms. McGuire added that providing the quarterly reports are part of our Memo of Understanding between the Friends of the Latimore Tourist Home and the City of Russellville.

Mr. Hendrix asked visitors in the audience to introduce themselves. Ms. Janet Jones and Ms. Carolyne Creel were introduced. Mr. Hendrix welcomed them and appreciated both attending the meeting. Ms. McGuire spoke on looking at designating the entire James School Park Neighborhood as a local historic district. This would need to go through Mayor Fred Teague and the Arkansas Historic District Commission (AHDC).

Announcements:

The next Committee Meetings will be held on Tuesday, August 1st. The August Board Meeting will be on Tuesday, August 8th at 12:00 p.m. in the First Floor Conference Room, City Hall.

Adjournment – Mr. Hendrix