

**MINUTES
HOTEL / MOTEL BOARD
SPECIAL MEETING
FRIDAY, AUGUST 14TH, 2015
4:00 P.M.**

THE HOTEL / MOTEL BOARD MET IN SPECIAL SESSION IN THE COUNCIL CHAMBER, 12 NORTH ROWE, PRYOR CREEK, OKLAHOMA AT THE ABOVE DATE AND TIME.

BOARD MEMBERS: **TARA WALLACE, TRACEY DEAN, KEN PRATHER, JEFF YATES AND EVETT BARHAM

1. CALL MEETING TO ORDER.

The meeting was called to order at 4:00 p.m. by Chairman Tara Wallace. Members present: Chairman Tara Wallace, Jeff Yates, Ken Prather, Tracey Dean and Evett Barham. Members absent: none.

Others present: Mayor Tramel, Pryor Area Chamber of Commerce Director Barbara Hawkins, Pryor Chamber of Commerce Representative Sarah Wallace, Pryor Main Street Director B.J. Cummings, Pryor Area Arts and Humanities Council Representatives Diana Reeves and Jenny Maples, Park Board Chairman Bill Kannegiesser and Park Board Member Pat Richard and Golf Director Dennis Bowman.

2. DISCUSS, POSSIBLY APPROVE MINUTES OF AUGUST 4TH, 2015 SPECIAL MEETING.

Motion was made by Yates, second by Barham to approve minutes of August 4th, 2015 special meeting. Voting yes: Wallace, Yates, Barham, Dean. Voting no: none. Abstaining: (counting as a no vote.) Prather.

3. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE SUMMARY OF INTENT LETTERS RECEIVED FROM HOTEL / MOTEL GRANT ALLOCATION RECIPIENTS.

a. PRYOR MAIN STREET

Motion was made by Yates, second by Barham to recommend Council action to approve Summary of Intent Letters received from Pryor Main Street. All voted yes.

4. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL MOTEL TAX APPLICATIONS RECEIVED FOR 2015 - 2016.

a. OK GOLF ASSOCIATION JUNIOR TOURNAMENT 2015 (PRYOR CREEK GOLF COURSE)

Motion was made by Dean, second by Wallace to recommend Council action to approve Hotel / Motel Tax Application from the Pryor Creek Golf Course for sod for the OK Golf Association Junior Tournament in the amount of \$2,470.00. All voted yes. (Funds awarded came from the 10% in Reserve)

b. MISSOULA CHILDREN'S THEATER (PRYOR AREA ARTS AND HUMANITIES COUNCIL)

Motion was made by Yates, second by Prather to recommend Council action to approve Hotel / Motel Tax Application from Pryor Area Arts and Humanities Council for Missoula

Children's Theater in the amount of \$1,500.00. All voted yes. (Funds awarded came from the 10% in Reserve)

5. DISCUSS PROCEDURES FOR SUBMITTALS FOR ALL PARTIES INVOLVED IN THE HOTEL / MOTEL GRANT PROCESS.

- a. EXPENSE REPORT TEMPLATES**
- b. DEADLINES**
- c. RESTRICTIONS**
- d. EXCEPTIONS**

Deputy Clerk Hannah Moore presented a checklist and template to be used when submitting expense reports. Per the City Accountant Ron Kolker, the Pryor Public Schools and Pryor Band Day are exempt from submitting the Expense Report using the template provided.

6. SCHEDULE NEXT BOARD MEETING.

The Board did not schedule a future meeting. The next meeting is to be announced when needed.

7. ADJOURN.

Motion was made by Yates, second by Prather to adjourn at 5:00 p.m. All voted yes.