

**MINUTES  
HOTEL / MOTEL BOARD  
SPECIAL MEETING  
MONDAY, FEBRUARY 8<sup>TH</sup>, 2016  
5:00 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 5:02 p.m. by Chairman Tara Wallace. Members present: Chairman Tara Wallace, Jeff Yates, Tracey Dean and Evett Barham. Members absent: Ken Prather.

Others present: Pryor Area Chamber of Commerce Director Barbara Hawkins, Pryor Chamber of Commerce Representative Sarah Wallace, Pryor Main Street Director B.J. Cummings.

**2. DISCUSS, POSSIBLY APPROVE MINUTES OF AUGUST 14<sup>TH</sup>, 2015 SPECIAL MEETING.**

Motion was made by Dean, second by Wallace to approve minutes of August 14<sup>th</sup>, 2015 special meeting. All Voted yes.

**3. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION TO APPROVE HOTEL MOTEL TAX GRANT EXPENSE REPORTS RECEIVED FOR FY 2015 – 2016:**

	RECIPIENT	EVENT	AWARDED AMOUNT	DATE EVENT HELD	EXPENSE REPORT RECEIVED	REPORTED AMOUNT SPENT
a.	PACC	AMERICAN COWBOY TRADER DAYS	\$2,500.00	JULY 24-25, 2015	SEPTEMBER 23, 2015	\$1,229.79
b.	PACC	COMFORT OF HOME QUILT SHOW	\$2,500.00	SEPTEMBER 18-19, 2015	NOVEMBER 18, 2015	\$2,500.00
c.	PAAHC	NEOK AREA ART SHOW	\$1,500.00	SEPTEMBER 25 – OCT 3, 2015	OCTOBER 29, 2015	\$2,166.93
d.	PCGC	OK GOLF ASSOC. JR. TOURNAMENT	\$2,470.00	SEPTEMBER 25 – 27, 2015	JANUARY 19, 2016	\$2,470.00
e.	PMS	CHILI CHRISTMAS	\$2,500.00	NOVEMBER 14, 2015	JANUARY 11, 2016	\$2,525.00

- a. Motion was made by Dean, second by Barham to approve Hotel Motel Tax Grant Expense Report for American Cowboy Trader Days from Pryor Area Chamber of Commerce in the amount of \$1,229.79 for FY 2015 – 2016. All voted yes.
- b. Motion was made by Yates, second by Dean to approve Hotel Motel Tax Grant Expense Report for the Comfort of Home Quilt Show from Pryor Area Chamber of Commerce in the amount of \$2,500.00 for FY 2015 – 2016. All voted yes.
- c. Motion was made by Dean, second by Wallace to approve Hotel Motel Tax Grant Expense Report for the NEOK Area Art Show from Pryor Area Arts and Humanities Council in the amount of \$1,500.00 for FY 2015 – 2016. All voted yes.

- d. Motion was made by Yates, second by Barham to approve Hotel Motel Tax Grant Expense Report for the OK Golf Association Junior Tournament from Pryor Creek Golf Course in the amount of \$2,470.00 received for FY 2015 – 2016. All voted yes.
- e. Motion was made by Dean, second by Wallace to approve Hotel Motel Tax Grant Expense Report for Chili Christmas from Pryor Main Street in the amount of \$2,500.00 for FY 2015 – 2016. All voted yes.

**4. DISCUSS ITEMS POSSIBLY TO BE PLACED ON NEXT BOARD MEETING AGENDA:**

**a. REVIEW AND APPROVAL OF FINAL HOTEL MOTEL TAX GRANT EXPENSE REPORTS FOR FY 2015 – 2016.**

- 1. **PRYOR AREA CHAMBER OF COMMERCE: PRYOR CHRISTMAS PARADE OF LIGHTS 2015 HELD DECEMBER 4, 2015.**
- 2. **PRYOR MAIN STREET: DAD'S DRAG MAIN TO BE HELD JUNE 18<sup>TH</sup>, 2016**
- 3. **PRYOR AREA ARTS AND HUMANITIES: MISSOULA CHILDREN'S THEATER TO BE HELD ON JUNE 13 -17, 2016.**

**DISCUSSION:**

- Pryor Area Chamber of Commerce will provide the expense report for the Pryor Christmas Parade of Lights 2015 once the vendors have processed all of their payments.
- Some vendors do not invoice or process payments within 60 days of the event.
- Items 4a. 1-3 will be discussed in June unless another meeting is held earlier.

**b. ADVERTISING FOR FY 2016 – 2017.**

- Chairman Wallace will begin advertising Mid May 2016 for the FY 2016 – 2017 cycle.
- Chamber Director Barbara Hawkins will send an email blast to advertise for this cycle when Chairman provides the announcement for the FY 2016 – 2017 cycle.

**c. APPLICATION & LETTER OF INTENT SUBMITTAL PERIOD FOR FY 2016 – 2017.**

- The Board agreed that the Applications and Letters of Intent submittal period should be shortened to one (1) month.
- The Applications & Letters of Intent for FY 2016 – 2017 will be due June 30, 2016 instead of July 31<sup>st</sup>.

**5. SCHEDULE NEXT BOARD MEETING.**

The Board agreed to meet again Thursday, April 7, 2016 at 5:00 p.m.

**6. ADJOURN.**

Motion was made by Barham, second by Wallace to adjourn at 5:25 p.m. All voted yes.