

Liberty Tourism and Convention Commission

Minutes

July 8, 2021, 5:00 PM

In Attendance: Heather Cundiff, John Rigney, Josh Switzer, Sandy Wolford, Meagan Klee, Luke Johnson, and Charlie VanLeuven(CCN), Special Guest Heather Cochran (auditor), Steven Brown (Mayor).

President John Rigney called the meeting to order at 5:05 PM.

Rigney called for the review of the Minutes from June's meeting. Switzer made a motion to accept and Klee seconded. Motion carried.

Rigney called for the review of the treasurer's report. Cundiff reported that May's tax receipts were \$27,545.98 but had not been deposited at time of meeting, their highest to date. Sandy Wolford made a motion to accept and Luke Johnson seconded. Motion carried.

Rigney opened the floor to auditor Heather Cochran from FRH who performed Tourism' audit as required by the Department of Local Government, due July 1st. Heather went over audit reports with the board and gave tourism a "clean audit." Her recommendation was to give online bank statement access to a second individual on the board. It was also advised that the board could remove their second signature requirements to make check signing easier.

Rigney called for Cundiff to go over her director's report. Cundiff stated that she planned to take vacation days July 12-16 as well as a makeup holiday for the 4th on July 9th. An update on the successful 4th of July event was shared. 500 hotdogs were served to the public and wonderful crowds gathered to watch the live bands downtown. Board elections will take place at the September meeting.

Rigney called for Old business, Bridge Repair Update. Steven Brown announced that the sealed bid was opened and there was only one bid of \$32,000. It was discussed that tourism could agree to cover that amount in the form of a grant, in order to allow the City Council to accept the single bid at their next meeting. The motion was made by Wolford and seconded by Switzer to agree to reimburse the city the amount of \$32,000 to cover bridge repair costs. Motion Carried.

Rigney called for New Business bank statement access. Following the auditors suggestion, much discussion on the feasibility of providing online access to bank statements was had. Switzer suggested that a copy of the monthly statements be sent to the acting treasurer. No motion made.

Rigney called for discussion of Check signature requirements. Klee made a motion to allow one signature on any check under \$3,500 and require a second on any check over \$3,500. Wolford seconded. Motion carried.

Rigney called for discussion of storage space. Cundiff mentioned that with numerous activities, storage space was becoming a necessity. Switzer said he would speak with Campbellsville University about allowing Tourism to use a 10'X10' space in a building for storage.

Switzer made a motion to go into executive session to discuss Personnel. Klee seconded. The commission moved into an executive session. Switzer made a motion to leave the executive session. Johnson seconded. The commission left the executive session.

Switzer announced that he had decided to resign due to numerous conflicts that were keeping him overly busy.

Switzer made a motion to adjourn. Klee seconded. Meeting adjourned at 6:16 PM.

The next regular meeting of the Liberty Tourism and Convention Commission is 5 PM August 12th at Liberty City Hall.