



Hardy Advertising and Promotion Commission

City of Hardy, Arkansas

301 West Main Street, P.O. Box 1005

Hardy, Arkansas 72542

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www.visithardyarkansas.com www.facebook.com/HardyCAPC

Chair: Raymond Hicks (2016-2018)

Vice-Chair: Kristin Proulx (2016-2018)

Fin. Secretary: Nimmi Desai (2016-2018)

Secretary: Freda Gamblin (2016-2018)

Commissioners: Laura Smith (2016-2018)

Charles Wilson (2016-2018)

Regular Meeting January 22, 2017
6:00 o'clock P.M.

Chairman Raymond Hicks called the meeting to order at 6:00 PM January 22, 2018 at Hardy City Hall 124 Woodland Hills Road and led all present in the Pledge of Allegiance to the Flag of our Country. Commission Secretary Freda Gamblin called the roll and the following commissioners answered to their names: Raymond Hicks, Kristin Proulx, Nimmi Desai, Laura Smith and Freda Gamblin. Secretary Gamblin declared that there was a quorum. Chairman Hicks called for a reading of the previous minutes. Secretary Gamblin read the minutes of December 11, 2017. Commission Laura Smith made a motion to accept the minutes as read. Commission Kristin Proulx seconded the motion. The Chairman called for the vote. All answering in the affirmative, the motion to accept the minutes of December 11, 2017 was approved.

Commission Financial Secretary Nimmi Desai discussed the financials and bank balance. She stated there was \$39,820 on balance as of the meeting. Commissioners were presented delinquent tax payers for review. She also stated the Capital Reserve Account has \$83,818.15 as of this date. She passed out the financials for 2017 and noted that they ended the year within budget. Commission Gamblin made a motion to accept the 2017 Financials as presented. Commission Smith seconded the motion. Chairman Hicks called for a voice vote. All answering in the affirmation, the motion to accept the 2017 Financials as presented was approved. Secretary Desai then presented the revised budget of 2018 with the additional line item addition of \$1000 for the Treasurers in the Ozarks. Commissioner Gamblin made a motion to accept the 2018 Revised Budget as presented. Commissioner Hicks seconded the motion. Chairman Hicks called for a voice vote. All answering in the affirmation, the motion to accept the 2018 Revised Budget as presented was approved. Secretary Desai reminded the commissioners that they need to complete and have notarized their statements of Statement of Financial Interest.

Commissioner Smith discussed the work being done with digital media for the commission. She stated that several photographers from the Art Center would be involved with taking photos.

Chairman Hicks recognized Secretary Gamblin to discuss 2018 election of officers. Commissioner Proulx made a motion to appoint Raymond Hicks as A&P Commission Chair for 2018. Commissioner Desai seconded the motion. Chairman Hicks called for a voice vote. All answering in the affirmative the motion to appoint Raymond Hicks as 2018 Commission Chair was approved. Chairman Hicks then asked Freda Gamblin to serve as Commission Secretary and Nimmi Desai to serve as Commission Financial Secretary for 2018. Both agreed to serve. Commissioner Desai made a motion to appoint Kristin Proulx as Vice-Chair of the Commission. Commissioner Hicks seconded the motion. Chairman Hicks called for a voice vote. All answering in the affirmative the motion to appoint Kristin Proulx as Vice-Chair of the Commission was approved.

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Commissioner Gamblin then discussed the 2018 Business Directory stating that many businesses are starting or changing status such that printing a directory may need to be delayed as long as possible. Commissioner Smith suggested that the printed material become secondary to the online digital content. After further discussion, the commission decided to establish a deadline of April 27, 2018 for all submissions and socialize the deadline to get businesses involved with the process. They also agreed to review the issue of a printed book as they near the deadline.

Chairman Hicks requested clarification as to how the Civic Center is managed for events. Commissioner Desai stated that folks wanting to use the Civic Center, contact Hardy City Hall who then forward the call to her for follow-up. Commissioner Desai stated that she had the contents of the Civic Center "previous owner" book copied for safe keeping. She stated the commission has a copy and the actual book was provided to the City of Hardy, Recorder Treasurer for archival storage in the City fireproof safe.

Commissioner Smith then presented several ideas for events and festivals coordinated with the calendar themes for the future review. She stated she was compiling this data for a book. Commissioner Smith then read the Hardy Advertising and Promotion Commission Mission Statement. Commissioner Gamblin made a motion to accept the Mission Statement as read. Commissioner Proulx seconded the motion. Chairman Hicks called for a voice vote. All having answered in the affirmative the motion to accept the Mission Statement as read was approved. Commissioner Desai made a motion to read the Mission Statement at least quarterly at a meeting of the Commission. Commissioner Smith seconded the motion. Chairman Hicks called for a voice vote. All having answered in the affirmative the motion to read the Mission Statement at least quarterly at a Commission meeting was approved.

Financial Secretary Nimmi Desai presented the commission a contract proposing the terms to use Greg Bess of Burgeon Enterprises for accounting and clerical services in 2018. Chairman Hicks recognized Greg Bess to "speak to the document". Mr. Bess stated that after being approached by the Commission to provide services, he felt it was necessary and appropriate to have a document stating the terms of the service. He also stated that given this document, others in the community may be willing to serve the commission per the terms of this contact such that the commission should request of the audience if anyone is interested. Commissioner Hicks then read the Contract for services. Commissioner Desai made a motion to accept the Contract for Service as read. Commissioner Gamblin seconded the motion. Chairman Hicks called for a voice vote. All having answered in the affirmative the motion to accept the Contract for Services as read was approved.

Commissioner Gamblin read letters from Marc Herring and Charles Wilson requesting to be considered as a Commissioner on the A&P Commission. She stated that the commission has a "Tourist Related" position to fill for this meeting. Commissioner Gamblin made a motion that Charles Wilson fill the seat of the "Tourist Related" position. Commissioner Desai seconded the motion. Chairman Hicks called for a roll call vote of the commission.

Vote: Hicks-Yea, Smith-Yea, Desai-Yea, Proulx-Yea and Gamblin-Yea

The motion to approve the appointment of Charles Wilson to the Hardy A&P Commission was approved with **5 yeas – 0 nays.**

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Commissioner Gamblin took an action to take the request for appointment of Mr. Wilson to Hardy City Council at the next meeting for approval and hopefully take the oath of office. Mr. Wilson was asked if he wished to speak. He thanked the commission and pledged to serve to the best of his ability pledging specifically to work, at his own expense, to restore the old log service station at the Civic Center.

Commissioner Gamblin requested that each commissioner fill out a contact information form. Mr. Bess also requested that a roster of commissioners and their term expirations be provided to the Recorder/Treasurer of the City of Hardy. Commissioner Desai took the action to provide the roster.

Commissioner Desai presented a Mutual Services Agreement for the City of Hardy and the A&P Commission covering the services included in the yearly Parks and Services Budget with the Commission. Commissioner Hicks then read the Agreement. Commissioner Desai made a motion to accept the agreement. Commissioner Smith seconded the motion. The chairman called for a voice vote. All answering in the affirmative the motion to accept the Mutual Services Agreement was approved.

Commissioner Desai made a motion to allow Mayor Jason Jackson serve as a procurement agent for the Commission during events using his personal funds for the initial outlay with the Commission to reimburse him directly. She stated that this will streamline the purchasing and eliminate the need for the City of Hardy finances to be involved. Commissioner Hicks suggested the A&P Commission consider getting a Credit Card for such purchases. After discussion, Commissioner Desai made a motion to allow Jason Jackson to serve as a procurement agent for the A&P Commission for 2018. Commissioner Hicks seconded the motion. The chairman called for a voice vote. All answering in the affirmative the motion to accept Jason Jackson as a procurement agent for the A&P Commission for 2018 was approved.

Financial Secretary Desai submitted several bills to the commission for approval. Commissioner Proulx made a motion to approve payment of the bills totaling \$1,436.40 as presented. Commissioner Smith seconded the motion. The chairman called for a voice vote. All answering in the affirmative the motion to pay the bills as presented was approved. A&P Clerk Greg Bess asked why the commission was approving bills for payment at the meeting stating that with a 2 to 3-week interval between meetings, that could cause delay payments. He stated he would investigate the bylaws of the Commission to see if this was a requirement and bring to the next meeting of the Commission.

Commissioner Gamblin stated that the new date of the Joint A&P Commissions will be Feb 21, 2018 at 12:00PM at the Mammoth Spring, Natural Resources Aquatic Center. Commissioner Desai presented the commissioners present and Mr. Charles Wilson a copy of the A&P Bylaws.

Commissioner Desai discussed the proposal made by Mashuga Marketing concerning the use of a Photo Booth associated with the Ozark Classic Crafts Mall. Commissioner Gamblin took an action to reply to Mashuga Marketing thanking them for their proposal and declining the offer. A discussion then ensued concerning the registering of the Hardy A&P Logo. Greg Bess was requested to review the matter of registering and bring information to a later meeting.

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Commissioner Desai made a motion to adjourn the meeting. Commissioner Hicks seconded the motion. All answering in the affirmative, the motion to adjourn with the next meeting to be February 12, 2018 at 6PM at Hardy City Hall.

Respectively submitted,


Greg Bess

PASSED and APPROVED THIS 12th DAY OF February, 2018

APPROVED:


Raymond Hicks, Commission Chair

ATTEST:


Freda Gamblin, Commission Secretary

Filed 2-22-18 CSB
City of Hardy
Arkansas Clerk

