**Stanton Tourism & Convention Commission**

Special Meeting

Stanton City Hall

April 17, 2018

6:30pm

**In Attendance**

Kim Tharpe Joey Casey

Ethan Moore Annie Kinser

Scott Graham

**Call to Order**

Kim Tharpe welcomes the committee and calls the meeting to order.

**Approval of Minutes**

Ethan Moore makes a motion to approve April 9th minutes submitted by Annie Kinser. Joey Casey seconds approval. All in favor; minutes approved.

**Music In the Park**

Ethan Moore provides job description and expectations that will be provided for Jessica Begley Hall and Shefton Kash for the production of Music in the Park. The memorandum of understanding will serve as a guideline for the program for the summer which will run from May 17th until the end of September.

The outline of obligations states that the program coordinators will be responsible for establishing a Facebook page. Ethan Moore will help in page management. Hall and Kash will be responsible for photos and content. They must also provide and post a calendar of events, featuring food vendors and entertainment. If any changes are made, they will notify Moore so that he can also update [www.explorestanton.com](http://www.explorestanton.com).

With the permission of the Mayor, Hall and Kash will be provided with keys to the electrical box to ensure that lighting is not an issue this summer.

The organization leaders are encouraged to eliminate open mic from occurring unless established on a set calendar date. However, as a courtesy to professional performers in the audience, they can be invited to sing during program.

As a way to encourage diversity in vendors and entertainment, the STCC will provide an application on the website for food vendors and entertainment. Applicants can obtain a form online and apply to set up or perform at Music in the Park. When uploaded, the applications will be sent to Ethan Moore’s email and passed to Hall. Food trucks/vendors must pay 3% restaurant tax at end of each event. Hall will be responsible for collecting tax at the end of each night. In addition, a $25 fee is required at each event for state licensing.

Ethan Moore will forward memorandum of understanding to Jessica Begley Hall and Shefton Kash.

Budget is addressed. During the 2017 season, $8,000 was allocated for the summer, May through October. $3,300 was paid to both Hall and Cash, with the remaining ($1400.00) funding going toward the payment of performers. Stephanie Faulkner was contacted and notified the commission that $950 remains from the 2017 budget for Music In the Park. Kim Tharpe, Chairman, makes motion to approve budget of $8,000 for 2018 season. Annie Kinser seconds. All in favor, budget is passed and will stay the same as previous year.

**Parks & Recreation Updates**

Moore update the commission after a discussion with Tommy Mays, Parks and Recreation representative that Edison lights have been approved and will be put up at the City Park for the use of Music in the Park and the Corn Festival.

**Appointment of Secretary**

Kim Tharpe makes a motion to approve Annie Kinser as secretary of the STCC. Joey Casey seconds the motion. Joey Casey: Yes, Annie Kinser: Abstains from vote, Kim Tharpe: Yes, Ethan Moore: Yes. All in favor, Annie Kinser is appointed as Stanton Tourism and Convention and Commission secretary.

**Hiring**

Interviews will be held at 5:00 at City Hall on April 23rd. The Mayor has contacted each applicant by mail and scheduled 30 minute interview slots.

**Buffalo Days Festival**

Donald Shackleford with Kentucky Unseen Scenes has submitted a grant application requesting $1830.00 for the Buffalo Days Festival to be held on May 10th at Meadowgreen Park. An itemized budget is not attached, representative not present. Specifics of grant request are not provided. STCC assumes the funding would go toward advertising of event. Clay City Tourism board has not been approached for grant funding at this time. The STCC comes to an agreement that the application will be tabled unless further required information is provided.

**Adjournment**

Kim Tharpe made a motion to adjourn, seconded by Annie Kinser. All in favor; meeting adjourned.

**Stanton Tourism & Convention Commission**

BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

      Secretary

**Approval of Minutes**

I certify that the foregoing minutes were duly approved by the Stanton Tourism & Convention Commission at a meeting held on the date stated below:

BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

     Chairman, Kim Tharpe

Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_