

Susquehanna County Promotion and Tourism Agency
Meeting Minutes
April 5th, 2022 6:30 PM

- I. Call to Order:** Attendees: Rebekah Hubbard, Kayla Record, Mary Beth Zincone, Barry Searle, Jason Miller, Cory Sprout, Bill Burke, Jim Barbour, Angie Hall, Lisa Devaney, Nancy Fowler, Tara Kelly, and Executive Director Duane Naugle. Also in attendance was Sandi Raub of the Wyalusing Rocket Courier. President Pro-tem Naugle called the meeting to order at 6:37
- II. Pledge of Allegiance:** The Pledge of Allegiance was said
- III.** A discussion of officer positions was held The motion was made by Angie Hall to nominate Rebekah Hubbard as President Second by Kayla Record. The motion was made by nominate Mary Beth Zincone as Vice-President by Rebekah Hubbard, Second by Jason Miller. The motion was made to nominate Jason Miller as treasurer by Kayla Record and second by Lisa Devaney. The motion to nominate Tara Kelly as Secretary was made by Jim Barbour and second by Kayla Record. The vote was called and carried unanimously. President Pro-tem Naugle turned the meeting over to President Rebekah Hubbard.
- IV.** Public Comment There was no Public Comment at 6:46 President Hubbard called for executive session. Executive session ended at 6:52
- V.** Communications: ED Naugle and President Hubbard provided an update on the status of the contract signed with Inspired Studios for Branding and Website Design. The board was briefed on the concept of video production services to be provided by Rooster Studios. A motion was made by B. Searle and second by Kayla Record to take the Rooster Contract to the commissioners for approval and payment. The vote carried.
- VI. Old Business** There was no old business
- VII.** Adoption of the Articles of Incorporation was explained by President Hubbard. A motion was made by Jim Barbour and second by Corey Sprout to accept the Articles of Incorporation.
 - a. Volunteers were solicited for committees. Members, Devaney, Record, Zincone, Kelly and fowler volunteered for the grant committee.
 - b. Members Devaney, Hall and Burke volunteered for the advertising committee
 - c. Members Miller, Hubbard, Miller, and Barbour volunteered for the finance committee
 - d. Members Zincone and Record volunteered for the communications/Publications Committee.

- e. Members Barbour, Sprout and Searle volunteered for the Policy and Procedure Committee

The motion was made by President Hubbard to accept the committee members and was second by Lisa Devaney. The motion carried.

VIII. Other items of Discussion:

- a. The Memorandum of Understanding between Susquehanna County and The Susquehanna County Promotion and Tourism Agency was discussed for use of office space, internet and phone service. The motion was made by Cory Sprout and second by Barry Searle to approve the agreement. The vote carried.
- b. The monthly meeting date was discussed and a motion was made by Mary Beth Zincone to meet on the 4th Monday of the month, second by Tara Kelly. The vote carried with all voting in favor.
- c. A discussion was had on Bank account signatures and the motion was made by Jason Miller to have 3 signatures, Executive Director, President and Vice-President. A motion was made by Jim Barbour to say with Peoples bank due to the county already doing business and it was seconded by Mary Beth Zincone. The vote carried with all in favor.

Jim Barbour made a motion to adjourn the meeting second by Bill Burke. Vote carried and meeting was adjourned at 7:59 p.m.

Minutes Prepared By:

Duane Naugle, Executive Director
Susquehanna County Promotion and Tourism Agency

Certified to be a true and correct copy of the minutes of the regular meeting of the Susquehanna County Planning Commission held on April 5th, 2023.

Respectfully Submitted



Tara Kelly, Secretary
SCPTA