

**Notice of Special Business Meeting**  
**Bartlesville Convention & Visitors Bureau**  
**dba Visit Bartlesville**  
**300 SE Adams Blvd.**  
**Bartlesville, OK 74003**  
**April 24, 2023**

12 Noon

Bartlesville Community Center

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**AGENDA**

**2022-2023**  
**Board of Directors**

**Chairman**  
Donna Keffer

**Vice Chair**  
Lacy Hamilton

**Secretary/Treasurer**  
Mark Gailey

**Board of Directors**  
Leslie Jerden  
Varadharajan (Raj) Kailasam  
Tiffany Wade  
Stacy Lewallen  
Michael Colaw  
Courtney Manning

**Ex-Officio Members**  
Maria Swindell Gus

**Call to Order**

**Minutes**

**Financials**

**Business**

- Discuss and take possible action to approve audit for FY 2021-2022.
- Discuss and take possible action to approve FY 2023-2024 budget to present to the City of Bartlesville.
- Discuss and take possible action to approve recommendation of the Grants Committee to award a grant in the amount of \$1,000 to National Multiple Sclerosis Society for Bike MS.
- Discuss and take possible action to approve recommendation of the Grants Committee to award a grant in the amount of \$1,000 to Local Arts Leaders for CommUNITY Fest.
- Discuss and take possible action to approve recommendation of the Grants Committee to award a grant in the amount of \$1,000 to Bartlesville Community Center Trust Authority for Sizzlin' Summer Series.
- Discuss and take action to accept the resignation of board member Tiffany Wade.
- Discuss and take action to accept the resignation of board member Raj Kailasam.
- Discuss and take possible action to appoint a new member to the Board of Directors to fill the vacant seat of resigned board member Raj Kailasam. This appointment will end June 30, 2024, after that time the new board member can be re-elected to his/her 1st individual term.
- Discuss and take possible action to approve the Executive Directors Incentive Compensation Plan.

**Reports**

**Public Comment**

**Adjourn**

The Notice and Agenda was received by the City Clerk, 401 S. Johnstone Ave., Bartlesville, Oklahoma at 10:32 a.m. on Wednesday, April 19, 2023 and posted at 5:00 p.m. same day.

Jason Muninger

Jason Muninger, CFO/City Clerk

/s/ Elaine Banes

by Deputy Clerk

Open Meeting Act Compliance (25 O.S. Sec. 301 *et seq.*) All discussion items are subject to possible action by the Bartlesville Convention and Visitor's Bureau Board of Directors. Official action can only be taken on items which appear on the agenda. The Bartlesville Convention and Visitor's Bureau Board of Directors may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the Bartlesville Convention and Visitor's Bureau Board of Directors may refer the matter to the City Manager, Staff, or City Attorney, or back to a committee or other recommending body. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely. Agenda items requiring a public hearing as required by law will be so noted. The Bartlesville Convention and Visitor's Bureau Board of Directors may at their discretion change the order of the business agenda items. City of Bartlesville encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least one working day prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive this rule if signing is not the necessary accommodation.