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### **Convention and Visitor Bureau Advisory Board**

Kristen Dahlin, Shaun Davis, Robert Moses,  
Rebecca Pittman, Mike Sikes, Joshua Stratton, Kailyn Swonger,  
Jim Case, Ex-Officio, Jeff Taylor, Ex-Officio

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#### **❖ Guidelines Until Further Notice For Meetings:**

- Adjusted Maximum Meeting Room Capacity
  - ✓ CDC Social Distancing Guidelines/Limitations - Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:
    - ✓ Stay at least 6 feet (about 2 arms’ length) from other people;
    - ✓ Do not gather in groups; and
    - ✓ Stay out of crowded places and avoid mass gatherings;
    - ✓ Six (6) feet of physical distancing, squared, or 6 times 6 = 36 sq. ft.
    - ✓ Space for the CVB meeting in the 3<sup>rd</sup> floor conference room is limited to 12 people total. Seven board member, 2 staff members, and space for 3 members of the public.
  
- Designated Overflow Area
  - ✓ An overflow area will be designated in the 2<sup>nd</sup> floor lobby for the general public to observe the meeting if attendance exceeds the Adjusted Maximum Meeting Room Capacity. The meeting may also be viewed live of Cox Cable Ch. 20 (“GTV20”).
  
- Meeting Attendance Guidelines/ Requirements
  - ✓ Enter City Hall on the North Entrance off of 2nd Street
  - ✓ Board Members and the General Public are not attend the meeting if they feel sick, have been exposed to someone with COVID-19, or are exhibiting symptoms
  - ✓ Upon entrance everyone’s temperature shall be taken (If they have a fever over 100.4 F, they will be denied access)
  - ✓ Individuals shall also be screened for symptoms upon entry (cough, fever, shortness of breath, and close contact with someone who has tested positive for COVID-19).
  - ✓ Wearing a mask/ cloth face covering shall be mandatory of everyone, except when they are presenting comments to the Board.
  
- Opportunity To Submit Public Comments Via Email Vs. In-Person
  - Public Comments can be submitted in advance via email to [jfortney@cityofguthrie.com](mailto:jfortney@cityofguthrie.com) prior to 2:00 PM CDT on day of the meeting.
  - Each Person submitting a Public Comments shall:
    - ✓ Submit their name, address along with their comment.

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Agenda posted on the bulletin board in the lobby of City Hall by 5:00 PM on Thursday, June 11, 2020. The City of Guthrie 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 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48 hours rule if signing is not the necessary accommodation.

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- ✓ Identify the topic/subject of their comment.
- ✓ Limit their comments to a total of 750 Words (Roughly equivalent to a 5 minute speech).
- ✓ Comments will be limited to City of Guthrie Residents, and non-residents that either work for or operate a business in the City of Guthrie.
- ✓ The Staff Member, Board Chair, or designee will read the public comments either at the start of the meeting, or at the beginning of the discussion of each agenda item if the comment(s) are germane to that particular agenda item.
- ✓ If there are multiple comments on any one topic, once it is obvious that the comments are overlapping or repeating themselves, the balance of the comments will be summarized.

## CONVENTION AND VISITOR BUREAU ADVISORY BOARD MEETING

Monday, June 15, 2020 at 5:30 PM

City Hall – Third Floor Conference Room

101 North Second Street, Guthrie, Oklahoma 73044

1. Call to order
2. Public comments
3. Consider approval of previous minutes from February 24, 2020
4. Discussion and possible action regarding contract between Lazy E Arena & City of Guthrie
5. Staff comments
6. Board comments
7. Adjournment

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