

**Bartlesville Convention & Visitors Bureau  
dba Visit Bartlesville  
300 SE Adams Blvd.  
Bartlesville, OK 74003  
March 18, 2025**

**12:00 noon**

**Bartlesville Community Center**

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**2024-2025  
Board of Directors**

**Chairman**  
Michael Colaw

**Vice Chair**  
Kyle Ppool

**Secretary/Treasurer**  
Mark Gailey

**Board of Directors**  
Donna Keffer  
Leslie Jerden  
Courtney Manning  
Angie Terronez  
Dennis Halpin  
Dean Robertson

**Ex-Officio Members**  
Maria Swindell Gus  
Trevor Dorsey City Council  
Aaron Kirkpatrick  
City Council

**Call to Order**

**Minutes**

- Approval of Minutes from Jan. 2025 business Meeting

**Financials**

- Accept Monthly Financials for Dec. 2024 and Jan. 2025

**Reports**

- Executive Director's Report
- Committee Reports

**Business**

- Discuss and take possible action for a grant request from SunFest for SunFest Annual Festival.
- Discuss and take possible action to approve the Executive Directors Incentive Compensation Plan.

The Agenda was received by the City Clerk, 401 S. Johnstone Ave., Bartlesville, Oklahoma at 11:57 a.m. on Thursday, March 13, 2025 and posted same day at 5:30 p.m.

*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.