

**Fayetteville HOT Advisory Committee**  
**Regular Meeting, May 18, 2016**  
**Minutes**

The Fayetteville HOT Advisory Committee met in regular session on May 18, 2016 at 6:00 P.M. in the Red and White Gallery at 102 W Main, Fayetteville, Texas. Those present to witness were committee members Joan Herring, Jerry Herring, Lisa Simpson, Liz Cubage, Gary Haggerty, Terri McPherson, and Maryann Heimsath plus visitors.

Joan Herring called the meeting to order and declared a quorum. Since there was no US Flag present, the Pledge of Allegiance to the Flag was omitted.

A motion was made by Committee member Liz Cubage and seconded by Joan Herring to elect Joan Herring Chair, Lisa Simpson Vice-Chair, and Liz Cubage Secretary of the Fayetteville HOT Advisory Committee. Motion carried.

It was determined by the Committee to set regular quarterly meetings of this committee in the Community Meeting Room, at 6:00 PM. on third Wednesday of the following months: May 2016, June 2016, August 2016, and November 2016.

Each member received a manila file folder with copies of the 1) City of Fayetteville Local Hotel Occupancy Tax (HOT) Use Guidelines & Reimbursement Grant Application, 2) Ordinance No. 2014-05-14, 3) a meeting agenda, and 4) THLA Handout entitled Legal and Effective Use of the Local Hotel Occupancy Tax.

After reviewing the City of Fayetteville Ordinance No. 2016-04-13-2 [An Ordinance Calling for the Formation of the Hotel Occupancy Tax (HOT) Advisory Committee], it was determined by the committee that in order to fulfill its duties as outlined in this ordinance, the committee would also need

1. Copies of all HOT Grant Applications submitted to date **Per Sec. 2-168. (1)**
2. Copies of monthly financial report from City Council regarding HOT funds in their HOT account **Per Sec. 2-168. (5)**
3. Copy of the list of allocated HOT Grant funds to date **Per Sec. 2-168. (3)**
  - A. Those Reimbursements to date
  - B. Those waiting reimbursement to date
4. 7 copies of the HOT Advisory Committee Ordinance

Chair Joan Herring made the following committee appointments:

Members Joan Herring, Jerry Herring, and Liz Cubage – **Per Sec. 2-168. (5)** Develop planning calendar and procedure and evaluation criteria. (The committee determined that this would necessitate a review and revision of all current City HOT forms and procedures.)

The committee understands that the City's Membership in the Texas Hotel and Lodging Association (TLHA) is being held up for lack of sufficient man-power to complete the application process. Therefore, the City (and hence this committee) is unable to access THLA's legal counsel and our Local paying HOT lodges are not advertised on the THLA Website. For this reason, the committee determined that it was a priority to assist the City by providing the additional manpower necessary to expedite the City's Membership in THLA.

The committee determined that all other duties assigned to it in **Sec. 2-168.** are dependent upon this committee first satisfying its Duty in **Sec. 2-168. (5)** and the assisting City's Membership process in THLA.

There being no further action items on the agenda, a motion was made and seconded to adjourn the meeting, time 6:54 PM. Motion carried.

Respectfully Submitted

Liz Cubage, Secretary Fayetteville HOT Advisory Committee