



City of Arkansas City

EQUAL OPPORTUNITY AND ACCESSIBILITY ADVISORY BOARD MEETING AGENDA

Thursday, March 10, 2022 at 4:00 PM – 400 W. Madison Ave., Arkansas City, KS

Please join our meeting from your computer, tablet or smartphone:

<https://meet.goto.com/390101669>

You can also dial in using your phone: (646) 749-3122

Access Code: 390-101-669

I. Roll Call

Board Members

Bob Baker	<input type="checkbox"/>
JoAnn Bierle	<input type="checkbox"/>
James Fry	<input type="checkbox"/>
Anita Judd-Jenkins	<input type="checkbox"/>
Tammy Lanman-Henderson	<input type="checkbox"/>
Frances “Rags” Smith	<input type="checkbox"/>

Staff Liaisons

Mike Bellis	<input type="checkbox"/>
Randy Frazer	<input type="checkbox"/>
Andrew Lawson	<input type="checkbox"/>
Marla McFarland	<input type="checkbox"/>
Larry Schwartz	<input type="checkbox"/>
Josh White	<input type="checkbox"/>

II. Consent Agenda (*Voice Vote*)

1. Approve minutes of the February 10, 2022, regular meeting.

III. Committee Updates

1. Next 2022 Tacolalah Executive Committee meeting will be at **noon March 17** at 400 W. Madison Ave.

IV. Old Business

1. Designate one (1) member or two (2) members of the Board to serve as representative(s) to the Cowley County Council on Aging. (*Voice Vote*)
2. **Discussion:** Juneteenth 2022 event (*Robin Henderson*)
3. **Discussion:** Sidewalk survey project

V. New Business

1. Consider revisions to Tacolalah Festival bylaws. (*Voice Vote*)
2. Discuss future of Equal Opportunity and Accessibility Advisory Board.

VI. Reports

VII. Upcoming Proclamations

1. **Proclamation:** Cinco de Mayo Day (**5:30 PM Tuesday, May 3, 2022**)
2. **Proclamation:** Foster Care Month (**5:30 PM Tuesday, May 3, 2022**)
3. **Proclamation:** Juneteenth National Independence Day (**5:30 PM Tuesday, June 7, 2022**)
4. **Proclamation:** National Disability Independence Day (**5:30 PM Tuesday, July 19, 2022**)
5. **Proclamation:** Direct Support Professionals Recognition Week (**5:30 PM Tuesday, September 6, 2022**)

VIII. Adjourn

NEXT MEETING: 4:00 PM Thursday, April 14, 2022 at Water Treatment Facility, 400 W. Madison Ave.

Arkansas City Equal Opportunity and Accessibility Advisory Board
2/10/2022 Minutes

A regular meeting was held **Thursday, February 10, 2022**, at the Water Treatment Facility. Meeting called to order at **4:10 p.m.**

I. Roll Call:

Board Members

- Bob Baker
- JoAnn Bierle
- James Fry
- Anita Judd-Jenkins
- Tammy Lanman-Henderson
- Frances "Rags" Smith

Staff Liaisons

- Mike Bellis
- Randy Frazer
- Andrew Lawson
- Marla McFarland
- Larry Schwartz
- Josh White (*via GoToMeeting*)

II. Consent Agenda:

Anita made a motion to approve the minutes of the **January 13, 2022**, regular meeting as written. James seconded the motion, which was approved **4-0** on a voice vote. (Bob later joined the meeting in progress at **4:22 p.m.**)

III. Committee Updates:

The next regular 2022 Tacolalah Executive Committee meeting is at **noon February 17** at the Water Treatment Facility.

IV. Old Business:

Andrew said he would like the Board to designate one or two members to serve as representative(s) to the **Cowley County Council on Aging**, to replace Mike Crandall and Larry Gilmore. **Rags** was nominated, but not ready to commit to joining.

Tammy said she would be possibly interested in joining. She plans to attend the Council's February meeting to learn more.

James has volunteered his ACES students to assist the City with the **sidewalk survey project** as part of a spring class project. A kickoff and training event is planned for them at **9 a.m. February 19** at the Water Treatment Facility, 400 W. Madison.

Tammy relayed her conversation with Carina, who no longer wants to work on any **heritage recognition events** for 2022. The board hopes she will make progress recruiting volunteers and planning for more committee-run events starting in **2023**.

Andrew said Robin Henderson is requesting help from volunteers for her **Juneteenth 2022** event, to serve on a committee that will work to recruit sponsors, vendors, and volunteers from now until the event occurs on **June 18** in Lovie Watson Park.

V. New Business:

Andrew reviewed the **local government recommendations on racial equity and justice** from the Governor's Commission on Racial Equity and Justice. Most apply to police departments, municipal courts or other organizations, but still are useful!

VI. Reports:

Andrew conveyed a report from Mike about the new ADA parking stalls at the police department and public library. The "police parking only" sign at ACPD will be taken down once each individual space is marked with "police parking only".

VII. Other Miscellaneous Items:

Andrew reminded the Board of the Intellectual and Developmental Disabilities Awareness Month proclamation on **March 1**.

Anita made a motion to adjourn the meeting. James seconded the motion, which was approved **5-0** on a voice vote. The meeting was adjourned at **5:22 p.m.** The next meeting of the Equal Opportunity and Accessibility Advisory Board is at **4 p.m. March 10, 2022**.

ARTICLE ONE

RULES OF ORDER

Section 1

Robert's Rules of Order Revised shall be the authority on all questions of procedure not specifically stated in the Charter and By-Laws by the Board of Directors of the Cowley County Council on Aging, Inc. and by the Cowley County Council on Aging, Inc.

ARTICLE TWO

LOCATION

Section 1

Headquarters shall be maintained at 700 Gary Street, Suite C, Winfield, KS 67156. This may be changed at such time the Council deems it desirable.

ARTICLE THREE

COUNCIL MEMBERSHIP

Section 1

Any resident of Cowley County may become a non-voting member of the council by attending any or all of the monthly meetings and by expressing an interest in the concerns of Senior Citizens.

Section 2

Policy of assessing dues (if any) is to be reviewed annually by the general membership.

ARTICLE FOUR

MEMBERSHIP OF GOVERNING BODY

Section 1

Stated in Charter Article Five issued by Kansas April 7, 1975 as follows:

The Governing Body of the corporation shall be a Board of Directors consisting of eleven (11) members, appointed as hereinafter described for the following initial terms:

- (1) Arkansas City - two members appointed by the mayor for terms of one and three years respectively;
- (2) Winfield - two members appointed by the mayor for terms of one year and three years respectively;
- (3) Atlanta and Dexter - one member from each community appointed by its respective mayor, both serving three year terms;
- (4) Udall, Burden and Cambridge - one member from each community, each appointed by its respective mayor and all serving two year terms;
- (5) Cowley County at-large - two members appointed by the County Commissioners of Cowley County for terms of one and two years, respectively.

All subsequent appointments will be for three year terms so that at the expiration of the initial appointments, and thereafter, the staggered terms of office will insure the corporation that the Board will always retain some experienced members.

Section 2

Term of office for Board of Directors shall begin January first with the year established by the following original pattern.

Position 1	Arkansas City	1975-76
Position 2	Arkansas City	1975-78
Position 3	Atlanta	1975-78
Position 4	Burden	1975-77
Position 5	Cambridge	1975-77
Position 6	Dexter	1975-78
Position 7	Udall	1975-77
Position 8	Winfield	1975-76
Position 9	Winfield	1975-78
Position 10	Cowley County at-large	1975-76
Position 11	Cowley County at-large	1975-77

Section 3

Number of consecutive terms is not limited since reappointment would be at the discretion of the local community officials.

Section 4

In case of the resignation of any member of the Board of Directors the unexplored term shall be filled by the designated official or commission as designated by the Charter.

Section 5

No member of the Board of Directors shall be on a regular salary paid by the Corporation.

ARTICLE FIVE

OFFICERS

Section 1

The general officers of the Corporation shall be the officers of the Board of Directors, and the Council, and shall be the executive Board.

Section 2

The Board of Directors shall each year elect from among the members thereof, the following officers: President, Vice-president, Secretary/ Treasurer.

Section 3

General Duties as stated in Article Eight of the Charter:

The principal duties of the President shall be to preside at all meetings of the members and the board of directors and to have a general supervision of the affairs of the corporation.

The principal duties of the Vice-president shall be to discharge the duties of the president in the event of absence or disability, for any cause whatsoever, of the President.

The principal duties of the Secretary/Treasurer shall be to countersign all deeds, leases, and conveyances executed by the corporation, affix the seal of the corporation thereto and to such other papers as shall be required or directed to be sealed, and to keep a record of the proceedings of the board of directors, and to safely and systematically keep all books, papers, records, and documents belonging to the corporation, or in any way pertaining to the business thereof. To keep an account of all moneys, credits, and property of any and

every nature of the corporation, which shall come into his hands, and to keep an accurate account of all moneys received and disbursed and of proper vouchers for moneys received and disbursed, and to render such accounts, statements, and inventories of moneys received and disbursed and of money and property on hand, and generally of all matters pertaining to his office, as shall be required by the Board of Directors.

Section 4

These officers shall be elected in January for a term of one year and assume office in February.

Section 5

The Board of Directors shall select and hire the Director and see that there is sufficient staff to operate any and all of its facilities and services dependent on what funding is available. Staff may consist of the following:

- Director of Services of Council on Aging/Bookkeeper
- Administrative Assistant/CARE Assessor
- Dispatcher
- Outreach Worker
- Bus Drivers
- Phone Pal Program Coordinator

ARTICLE SIX

SPECIAL DUTIES

Section 1

President and Director-Bookkeeper are responsible for meeting all requirements of State of Kansas and Federal Government and filing all necessary reports promptly.

Section 2

A finance committee of five members shall be appointed by the President and shall consist of one member from Arkansas City, one member from Winfield, two members from two of the five incorporated small towns, one of these four shall be the Treasurer, and the fifth member shall be the Director-Bookkeeper. Said committee shall submit their recommendations to the Board of Directors no later than the June meeting for their approval in order to present the budget to the County Commissioners before July 1st.

Section 3

Director-Bookkeeper prepares the agenda for Council meetings.

Section 4

- (1) Director-Bookkeeper shall deposit to checking account 11-16-568, First National Bank, Winfield, KS, all moneys received by the Cowley County Council on Aging, and shall keep proper accounting of receipts and disbursements of each funding source.
- (2) Two of the following shall sign all checks and pay all lawful bills and secure receipts: the Director-Bookkeeper, Treasurer, or an authorized third person.
- (3) Director-Bookkeeper, with assistance from accountants, must prepare a financial statement each month for the Board of Directors.

ARTICLE SEVEN

AUDIT

Section 1

An audit of all financial records shall be made during the month of either June, July, or August. This audit shall be done by an accounting firm.

Section 2

A cash audit shall be made before any new Director-Bookkeeper is employed.

ARTICLE EIGHT

QUORUM

Section 1

A quorum shall consist of a majority of the members of the Board of Directors.

Section 2

Membership on the Board of Directors shall be terminated after three unjustified consecutive absences.

ARTICLE NINE

MEETINGS

Section 1

Regular meeting of the Council and Board of Directors shall be held on the second Friday of the month as designated in the agenda.

Section 2

An agenda shall be mailed to each member of the Board of Directors by the Director-Bookkeeper at least by Tuesday preceding the meeting.

A notice of the Council meeting shall be placed in the Arkansas City and Winfield newspapers by the Director-Bookkeeper.

Section 3

- (1) There shall be a minimum of nine meetings of the Board of Directors and the Council during the year.
- (2) The President with the approval of the executive board shall have authority to call as many special meetings as are needed to complete the business of the year.

ARTICLE TEN

ORDER OF BUSINESS

Section 1

Board of Directors and Council Meeting

1. Silent Roll Call (Written)
2. Reading of Minutes
3. Reading of Financial Reports
4. SCKAAA Report
5. I & R Report
6. Administrative Assistant & CARE Assessor
7. Senior Center Reports
8. Phone Pals
9. Agency Reports
10. Director's Report

- 11. Committee Reports
 - a. Standing Committees
 - b. Special Committees
- 12. Unfinished Business
- 13. New Business

ARTICLE ELEVEN

COMMITTEES

Section 1

Standing Committees

- 1. Bylaws and Policy
- 2. Transportation
- 3. Finance
- 4. Public Relations
- 5. Personnel

ARTICLE TWELVE

AMENDMENTS TO BYLAWS

Section 1

Amendments to the bylaws shall require two-thirds majority vote of the entire Board of Directors.

Section 2

Such amendments or revisions must be submitted to the Board of Directors in writing ten (10) days in advance.

Andrew Lawson

From: Robin Henderson <rmhenderson01@gmail.com>
Sent: Thursday, February 10, 2022 8:55 AM
To: Andrew Lawson
Subject: Re: Equal Opportunity Board meeting Thursday
Attachments: image001.jpg

Andrew, unfortunately I can not attend or call in at that time today.

What I want to convey to the EEO board is, I am in need of at least 3 to 4 people to help me with planning (this can be them or others in the community that they think would be interested).

I have a schedule of events, I just need a few people to make contact with possible donors or sponsors and volunteers for the day.

I am wanting to bounce my plans/ideas off and receive some feedback from anyone willing to be on a Juneteenth planning committee with me.

The Cowley County Juneteenth Celebration 2022, will provide opportunities to celebrate Juneteenth from Friday June 17th- June 19th. These will be in the form of (places to visit in our community providing space to learn and celebrate).

This year since Juneteenth falls on a Sunday Father's day the event celebration will be on Saturday the 18th.

Please have anyone interested in joining a planning committee with me call/text me 620-441-8789 or email me rmhenderson01@gmail.com

Thanks you!

On Tue, Feb 8, 2022, 4:35 PM Andrew Lawson <alawson@arkansascityks.gov> wrote:

Equal Opportunity Board members and staff,

Please find attached the agenda packet for our next regular meeting at **4 p.m. Thursday, February 10** in the conference room at the Water Treatment Facility, 400 W. Madison Ave. As always, please notify me ASAP if you can't attend.

Virtual meeting access information is below. With COVID still a bit of a concern right now, please feel free to take advantage of this virtual option. Hope to see you all Thursday afternoon!

Andrew Lawson

From: Josh White <jwhite@arkansascityks.gov>
Sent: Thursday, July 29, 2021 3:11 PM
To: Andrew Lawson
Subject: Sidewalk Survey

Andrew,
I am starting to look into a web application for Sidewalk data collection. The important question I need to ask is what do we want the people to collect data on? Are we wanting people to just collect problems such as a crack or a trip hazard or do we want to do something more in depth where we are actually surveying the existing sidewalks?

Here is an example of a form that collects basic concerns from Bentonville, AR
<https://survey123.arcgis.com/share/d5f0fda909914cd7b4c4641380b7bdf7> It's live so don't try to submit anything.
Here's another one from Detroit
<https://survey123.arcgis.com/share/2df08564130241298d92f9663c318c2a?field:address=>

Here is another example of a form, just not for sidewalks
<https://survey123.arcgis.com/surveys/templates/b4c06f59254646e783551b74a68ab605>

What I like about this method of data collection is that it is simple, easy for anyone to understand and all of the concerns are added to GIS. But again, the question is, what are we collecting? Problems or detailed sidewalk data?

My thoughts go along the lines of this:

- Who am I? At least their name
- Where am I? They could just use the map to click their current location
- What problem do I see? Crack, trip hazard, missing sidewalk section, too steep, obstruction etc
- What other details do I need to report?
- Here is a photo: photo.jpg

This would generate points on a map. I could then create a special web map for sidewalks for more advanced users. If we want to collect detailed information about the sidewalks, we'll need to use another method. I went ahead and created a survey just to get us started. I plan to walk home for lunch and collect some data. If you want to look it over, let me know, I can still change things. It can be found by visiting <https://arcg.is/OCWzav> It can be updated either via the Survey123 app that can be downloaded from the appropriate app store or in a browser. I'm working on a webmap as well. <https://experience.arcgis.com/experience/e6c16f0ff0844b079df5db77c56263a2> but I am having some issues with it. It is supposed to show the sidewalks, curb ramps and the reports from the form. I ran into some corruption so I had to start over and lost the data. Hopefully that is a one-time issue.

Josh White, AICP
Principal Planner

City of Arkansas City
jwhite@arkansascityks.gov
(620) 441-4420 (voice)
(620) 441-4403 (fax)

Andrew Lawson

From: Josh White <jwhite@arkansascityks.gov>
Sent: Tuesday, February 15, 2022 3:47 PM
To: Andrew Lawson
Subject: Sidewalk Explorer Dashboard

Follow Up Flag: Follow up
Flag Status: Flagged

Andrew,
I created a new dashboard for the sidewalk project. I also collected a few new features. I walked along the 1st Street sidewalk along City Hall and added 4 entries in that short distance. Honestly, there were a couple more that I didn't actually document. This may be a very large project. The Survey123 app worked great. The new dashboard can be found at <https://arkcity.maps.arcgis.com/apps/dashboards/c4e7e59d7f334cbc96c1ae309e5c3161> What's cool about this is at the left there is a listing of all responses sorted by date that can be clicked on which will zoom to the feature and open the popup. There is also a pie chart that shows the amount of each issue and by clicking on a slice, the map will be filtered to only show that issue. You can also click the legend next to the chart to exclude an issue which is also cool. I also have changed the curb ramps to diamonds to help show the difference. The color codes for the curb ramps are the ADA compliance level as I observed when I was walking the city a few years back. Blue is full compliance, yellow is partial, red is non-compliance, and white was not assessed but was added from aerial imagery. The colors for the issues on sidewalks are random for each type but help us to see a pattern. The pie chart doesn't match them unfortunately. As more data gets put in, I'll see if I can fix that.

Josh White, AICP
Principal Planner

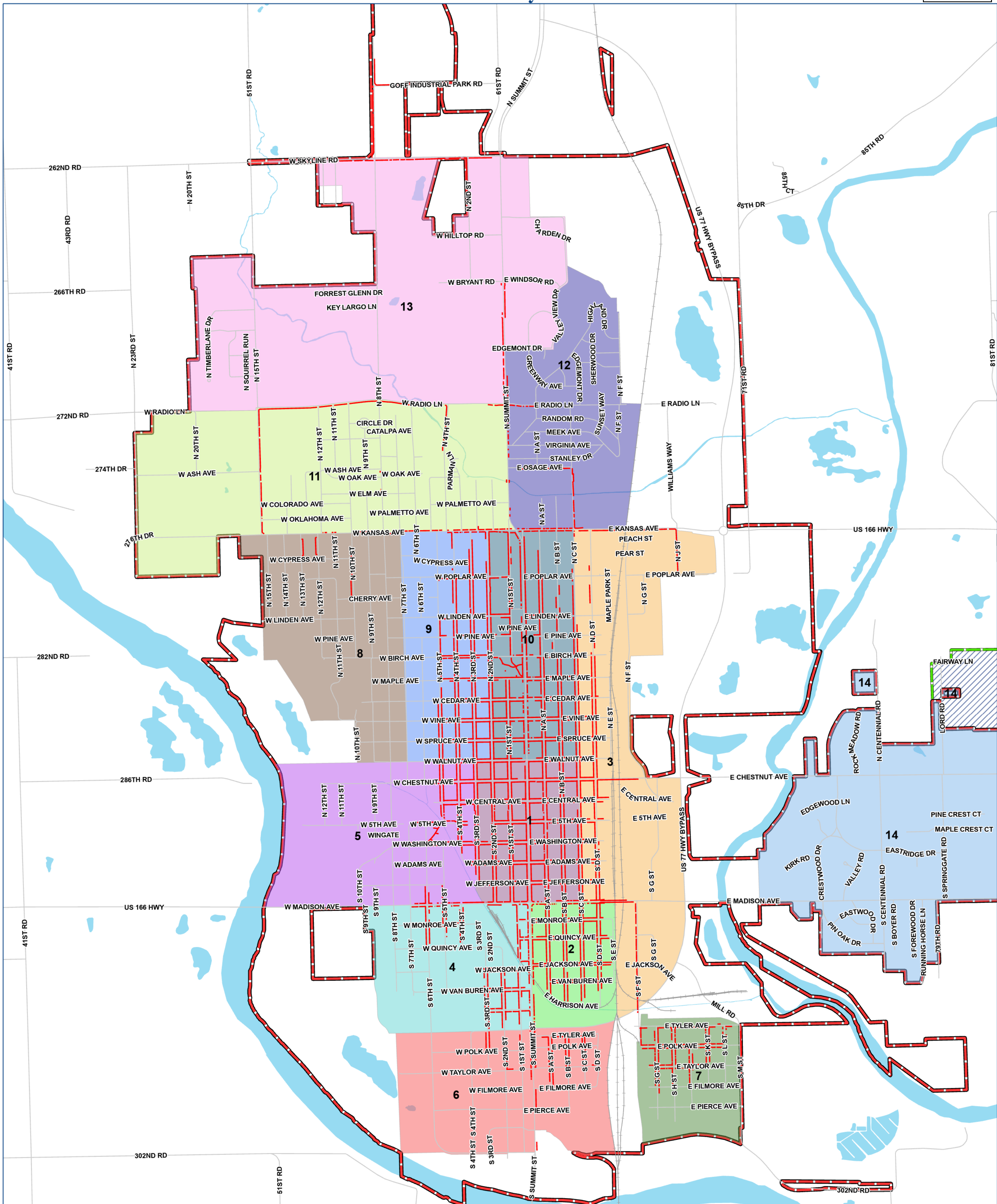
City of Arkansas City
jwhite@arkansascityks.gov
(620) 441-4420 (voice)
(620) 441-4403 (fax)



“The City of Arkansas City strives to provide a high quality of life for its citizens by furnishing a variety of efficient services in a professional, courteous manner.”

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Sidewalk Survey



<https://arcg.is/0CWzav>

1. Anita Judd-Jenkins / Josh White
2. New member / group effort
3. Anita Judd-Jenkins
4. Rags Smith
5. James Fry
6. Rags Smith
7. New member / group effort
8. James Fry / Tammy Lanman-Henderson
9. Bob Baker
10. Andrew Lawson
11. Tammy Lanman-Henderson
12. JoAnn Bierle
13. JoAnn Bierle
14. No sidewalks



Tacolah Festival Bylaws

Mission Statement

The mission of the **Tacolah Festival** is to help to preserve and further the good name of the City of Arkansas City, Kansas, by fostering and promoting amicable relations among individual citizens and various groups. This will be accomplished by enlisting the resources of individuals and groups toward the improvement of intergroup relations through the means of entertainment, food, games and music.

ARTICLE I

Name and Purpose

Section 1

The name of this event shall be the **Tacolah Festival**.

Section 2

The purpose of this event is to expose Arkansas City residents to different cultures, food and ways of life. It also shall function as a method of community integration and outreach to the Hispanic and Latino community in Arkansas City, Kansas, although all ethnic groups are equally welcome to participate in it.

Section 3

This event shall be held annually on the **first Saturday in May**, unless some unforeseen cause creates a need to reschedule the event until a later date, upon a majority vote of the Executive Committee.

Section 4

Unless otherwise unavailable, this event shall be held in **Wilson Park**, located at 701 N. Summit St. in Arkansas City, Kansas. ~~This event shall support the City of Arkansas City's Wilson Park Master Plan.~~

ARTICLE II

Composition

Section 1



The Tacolalah Festival is ~~an independent event sponsored~~ supported by the City of Arkansas City, ~~through its various advisory boards, Visit Ark City and the V.J. Wilkins Foundation.~~

Section 2

City ~~advisory~~ boards that shall retain ~~an organizing and policy~~ supporting stake in the ongoing Tacolalah mission are ~~the~~:

- 1. Beautification and Tree Advisory Board
- ~~2. Community Spirit Award Committee~~
- ~~3. 2. Equal Opportunity and Accessibility Advisory Board~~
- ~~4. Northwest Community Center Advisory Board~~
- ~~5. 3. Visit Ark City Board of Trustees~~

Section 3

Tacolalah is ~~primarily~~ a volunteer-run event. However, owing to its unique status as an event ~~cosponsored~~ supported by many City boards, it is understood that some City property, labor and equipment will be required to allow for the event to proceed each year. Tacolalah will attempt to minimize the costs of such and, when financially feasible, may reimburse the City for certain expenses as agreed upon prior.

Section 4

As the Tacolalah Festival grows, it is anticipated that additional community businesses, clubs, groups and nonprofit organizations may wish to become part of the Tacolalah family. Each shall have appropriate input into the governance of the event as deemed acceptable by the Executive Committee, but final decision-making power shall rest with the Executive Committee ~~and the boards that appoint it.~~

ARTICLE III
Executive Committee

Section 1

The Tacolalah Festival shall be organized and governed by an Executive Committee, which shall comprise seven (7) members, representing ~~each parent City board~~ organizations with a stake in this event's ongoing success.

Section 2

The Executive Committee's responsibilities include, but are not limited to:

- 1. Identification of Tacolalah Festival needs and growth opportunities;



- 2. Development of Tacolalah Festival goals and measurement of outcomes;
- 3. Establishing Tacolalah Festival policies and procedures;
- 4. Encouraging, tracking, and publicizing the recruitment of vendors and volunteers;
- 5. Serving as a link to other agencies, boards, committees or organizations;
- 6. Administration of the Tacolalah Festival’s fiscal responsibilities and obligations.

Section 3

The Executive Committee shall consist of the following voting representatives:

- 1. One (1) member ~~of representing the interests of Wilson Park, preferably a member of the~~ **Arkansas City Beautification and Tree Advisory Board or the Friends of Wilson Park;**
- ~~2. One (1) member of the Community Spirit Award Committee;~~
- ~~3. 2. One (1) member of the~~ **Arkansas City Equal Opportunity and Accessibility Advisory Board;**
- ~~4. One (1) member of the Northwest Community Center Advisory Board;~~
- ~~5. 3. One (1) representative member of the~~ **Visit Ark City Board of Trustees;**
- ~~6. 4. One (1) representative of the~~ **Cowley Outdoor Market;** and
- ~~7. 5. One-Three (13)~~ **at-large representatives,** selected by the other ~~six-four (64)~~ **(64)** members on an annual basis.

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Section 4

Members of the Executive Committee shall commence their terms in **July**. Members shall be appointed by a majority vote of the ~~parent-originating entity or~~ **board** ~~on which they serve~~. These votes should be held no later than during the **June** ~~regular~~ meetings of these ~~entities or~~ **boards**. Voting results should be reported immediately to the ~~Public Information Officer/Special Projects Coordinator~~ **Secretary** to allow sufficient time for contact list updates.

Section 5

Ad hoc committee members may be appointed as necessary, but shall have no voting privileges.

Section 6

The Executive Committee shall meet at least once per month and may meet more often as needed. Meetings may be canceled by the Chairperson or upon a majority vote of the entire Executive Committee. Four (4) members, including a presiding officer, shall constitute a quorum of the Executive Committee. Members may attend meetings and vote electronically or virtually, if necessary.

Section 7

The Executive Committee shall be ~~bound by and obey~~ **exempt from** the provisions of the Kansas Open Meetings Act.



ARTICLE IV
Officers

Section 1

Officers of the Executive Committee shall include:

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Treasurer

Section 2

Officers of the Executive Committee shall be elected and/or appointed at the first meeting in **July**. Terms shall be one year and no officer may serve for more than two consecutive years in said office, with the exception of the Treasurer. This limit may be waived at the discretion of the Executive Committee with a majority vote. Officer vacancies that occur shall be filled from the Executive Committee membership.

Section 3

The duty of the **Chairperson** is to preside over all Executive Committee meetings and to facilitate all communications of the Tacolalah Festival. The Chairperson may appoint special committees, and shall be responsible for determining the time and location of all regular and special committee meetings.

Section 4

The duty of the **Vice Chairperson** is to preside over all Executive Committee meetings, in the absence of the Chairperson. Additional supervisory duties may be assigned by the Chairperson as needed.

Section 5

The duty of the **Secretary** is to record minutes at all Executive Committee meetings and ensure that copies of those minutes are distributed to all Executive Committee members in a timely manner. The maintenance of minutes from all Executive Committee meetings is the responsibility of the Secretary.

Section 6

The duty of the **Treasurer** is to provide accurate and complete information about the fiscal resources of the Tacolalah Festival to the Executive Committee. It is the responsibility of the Treasurer to work with the fiscal agent(s) of the Tacolalah Festival to ensure that all receipts and expenditures are promptly and correctly recorded in accordance with generally accepted accounting principles. The Treasurer shall work with the fiscal agent(s) to ensure all payments are made, and all incomes collected and deposited, in a timely manner. The Treasurer shall be responsible for ensuring all vendor payment distributions are



made accurately. The Treasurer also shall present financial reports at each regular Executive Committee meeting and maintain copies of all financial records for the Tacolah Festival. These records shall be passed along to the new Treasurer (or, if one is not yet appointed, the Chairperson) upon leaving office.

Section 7

The **Director of Visit Ark City** and ~~the a representative of Public Information Officer/Special Projects Coordinator for the City of Arkansas City~~ shall serve as nonvoting *ex officio* members and advisors of the Executive Committee. The Director of Visit Ark City also shall serve as the **fiscal agent** of the Tacolah Festival, unless otherwise replaced by a majority vote of the Executive Committee. (This term is not subject to normal term limits.)

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ARTICLE V
Adoption and Amendments

Section 1

These bylaws shall become effective upon a majority vote of the original five (5) parent boards, ~~as listed in Article II, Section 2.~~

Section 2

Any amendment, alteration or revision of these bylaws shall occur only after a recommendation by the Executive Committee, upon a majority vote, to the Equal Opportunity and Accessibility Advisory Board and the Visit Ark City Board of Trustees ~~five (5) parent boards~~ for approval. Any such changes shall become effective upon a majority vote of the Equal Opportunity and Accessibility Advisory Board, the Tacolah Executive Committee, and the Visit Ark City Board of Trustees ~~five (5) parent boards, as listed in Article II, Section 2.~~

ARTICLE VI
Rules of Order

Section 1

All questions of order shall be decided by the Chairperson (or Vice Chairperson, if the Chairperson is absent). The general guide for conduct of Executive Committee meetings shall be **Robert's Rules of Order**.



Adoption of these bylaws occurred through a majority vote of these qualified voting board members:

~~Brooke Padgett~~Robin Henderson, Chairwoman
Beautification and Tree Advisory Board

Date:

~~Curtis Freeland~~Charles Tweedy, Chairman
Community Spirit Award Committee

Date:

~~Tammy Lanman-Henderson~~, Chairwoman
Equal Opportunity and Accessibility Advisory Board

Date:

~~Ruben Garcia~~Gary Hale, Chairman
Northwest Community Center Advisory Board

Date:

~~Arty Hicks~~, Chairman
Visit Ark City Board of Trustees

Date:

~~Kelly Dillner~~, ~~Advertising~~ Director
~~1025 The River~~Cowley Outdoor Market

Date:

ATTEST:

~~Pam Crain~~Jill Hunter, Director
*Visit Ark City
Convention and Visitors Bureau*

Date:

~~Andrew Lawson~~, Public Information Officer/
Special Projects Coordinator
City of Arkansas City, Kansas

Date:

These bylaws became effective ~~_____~~July 1, 2020~~2022~~, upon ratification by qualified voting board members.



Tacolalah Festival Bylaws

Mission Statement

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The name of this event shall be the **Tacolalah Festival**.

Section 2

The purpose of this event is to expose Arkansas City residents to different cultures, food and ways of life. It also shall function as a method of community integration and outreach to the Hispanic and Latino community in Arkansas City, Kansas, although all ethnic groups are equally welcome to participate in it.

Section 3

This event shall be held annually on the **first Saturday in May**, unless some unforeseen cause creates a need to reschedule the event until a later date, upon a majority vote of the Executive Committee.

Section 4

Unless otherwise unavailable, this event shall be held in **Wilson Park**, located at 701 N. Summit St. in Arkansas City, Kansas.

ARTICLE II

Composition

Section 1



The Tacolah Festival is an independent event supported by the City of Arkansas City, Visit Ark City and the V.J. Wilkins Foundation.

Section 2

City advisory boards that shall retain a supporting stake in the ongoing Tacolah mission are the:

1. Beautification and Tree Advisory Board
2. Equal Opportunity and Accessibility Advisory Board
3. Visit Ark City Board of Trustees

Section 3

Tacolah is a volunteer-run event. However, owing to its unique status as an event supported by many City boards, it is understood that some City property, labor and equipment will be required to allow for the event to proceed each year. Tacolah will attempt to minimize the costs of such and, when financially feasible, may reimburse the City for certain expenses as agreed upon prior.

Section 4

As the Tacolah Festival grows, it is anticipated that additional community businesses, clubs, groups and nonprofit organizations may wish to become part of the Tacolah family. Each shall have appropriate input into the governance of the event as deemed acceptable by the Executive Committee, but final decision-making power shall rest with the Executive Committee.

ARTICLE III

Executive Committee

Section 1

The Tacolah Festival shall be organized and governed by an Executive Committee, which shall comprise seven (7) members, representing organizations with a stake in this event's ongoing success.

Section 2

The Executive Committee's responsibilities include, but are not limited to:

1. Identification of Tacolah Festival needs and growth opportunities;
2. Development of Tacolah Festival goals and measurement of outcomes;
3. Establishing Tacolah Festival policies and procedures;
4. Encouraging, tracking, and publicizing the recruitment of vendors and volunteers;
5. Serving as a link to other agencies, boards, committees or organizations;
6. Administration of the Tacolah Festival's fiscal responsibilities and obligations.



Section 3

The Executive Committee shall consist of the following voting representatives:

1. One (1) member representing the interests of Wilson Park, preferably a member of the **Arkansas City Beautification and Tree Advisory Board** or the **Friends of Wilson Park**;
2. One (1) member of the **Arkansas City Equal Opportunity and Accessibility Advisory Board**;
3. One (1) representative of **Visit Ark City**;
4. One (1) representative of the **Cowley Outdoor Market**; and
5. Three (3) at-large representatives, selected by the other four (4) members on an annual basis.

Section 4

Members of the Executive Committee shall commence their terms in **July**. Members shall be appointed by a majority vote of the originating entity or board. These votes should be held no later than during the **June** meetings of these entities or boards. Voting results should be reported immediately to the Secretary to allow sufficient time for contact list updates.

Section 5

Ad hoc committee members may be appointed as necessary, but shall have no voting privileges.

Section 6

The Executive Committee shall meet at least once per month and may meet more often as needed. Meetings may be canceled by the Chairperson or upon a majority vote of the entire Executive Committee. Four (4) members, including a presiding officer, shall constitute a quorum of the Executive Committee. Members may attend meetings and vote electronically or virtually, if necessary.

Section 7

The Executive Committee shall be exempt from the provisions of the Kansas Open Meetings Act.

ARTICLE IV
Officers

Section 1

Officers of the Executive Committee shall include:

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Treasurer



Section 2

Officers of the Executive Committee shall be elected and/or appointed at the first meeting in **July**. Terms shall be one year and no officer may serve for more than two consecutive years in said office, with the exception of the Treasurer. This limit may be waived at the discretion of the Executive Committee with a majority vote. Officer vacancies that occur shall be filled from the Executive Committee membership.

Section 3

The duty of the **Chairperson** is to preside over all Executive Committee meetings and to facilitate all communications of the Tacolalah Festival. The Chairperson may appoint special committees, and shall be responsible for determining the time and location of all regular and special committee meetings.

Section 4

The duty of the **Vice Chairperson** is to preside over all Executive Committee meetings, in the absence of the Chairperson. Additional supervisory duties may be assigned by the Chairperson as needed.

Section 5

The duty of the **Secretary** is to record minutes at all Executive Committee meetings and ensure that copies of those minutes are distributed to all Executive Committee members in a timely manner. The maintenance of minutes from all Executive Committee meetings is the responsibility of the Secretary.

Section 6

The duty of the **Treasurer** is to provide accurate and complete information about the fiscal resources of the Tacolalah Festival to the Executive Committee. It is the responsibility of the Treasurer to work with the fiscal agent(s) of the Tacolalah Festival to ensure that all receipts and expenditures are promptly and correctly recorded in accordance with generally accepted accounting principles. The Treasurer shall work with the fiscal agent(s) to ensure all payments are made, and all incomes collected and deposited, in a timely manner. The Treasurer shall be responsible for ensuring all vendor payment distributions are made accurately. The Treasurer also shall present financial reports at each regular Executive Committee meeting and maintain copies of all financial records for the Tacolalah Festival. These records shall be passed along to the new Treasurer (or, if one is not yet appointed, the Chairperson) upon leaving office.

Section 7

The **Director of Visit Ark City** and a representative of the **City of Arkansas City** shall serve as nonvoting *ex officio* members and advisors of the Executive Committee. The Director of Visit Ark City also shall serve as the **fiscal agent** of the Tacolalah Festival, unless otherwise replaced by a majority vote of the Executive Committee. (This term is not subject to normal term limits.)



ARTICLE V
Adoption and Amendments

Section 1

These bylaws shall become effective upon a majority vote of the original five (5) parent boards.

Section 2

Any amendment, alteration or revision of these bylaws shall occur only after a recommendation by the Executive Committee, upon a majority vote, to the Equal Opportunity and Accessibility Advisory Board and the Visit Ark City Board of Trustees for approval. Any such changes shall become effective upon a majority vote of the Equal Opportunity and Accessibility Advisory Board, the Tacolalah Executive Committee, and the Visit Ark City Board of Trustees.

ARTICLE VI
Rules of Order

Section 1

All questions of order shall be decided by the Chairperson (or Vice Chairperson, if the Chairperson is absent). The general guide for conduct of Executive Committee meetings shall be **Robert's Rules of Order**.



Adoption of these bylaws occurred through a majority vote of these qualified voting board members:

Robin Henderson, Chairwoman
Beautification and Tree Advisory Board

Date:

Charles Tweedy, Chairman
Community Spirit Award Committee

Date:

Tammy Lanman-Henderson, Chairwoman
Equal Opportunity and Accessibility Advisory Board

Date:

Gary Hale, Chairman
Northwest Community Center Advisory Board

Date:

Arty Hicks, Chairman
Visit Ark City Board of Trustees

Date:

Kelly Dillner, Director
Cowley Outdoor Market

Date:

ATTEST:

Jill Hunter, Director
*Visit Ark City
Convention and Visitors Bureau*

Date:

Andrew Lawson, Public Information Officer/
Special Projects Coordinator
City of Arkansas City, Kansas

Date:

These bylaws became effective July 1, 2022, upon ratification by qualified voting board members.