

Oklahoma Bed & Breakfast Association

“Become a part of a select group”

January 16, 2012

Dear Fellow Oklahoma Bed & Breakfast Innkeeper,

The Oklahoma Bed & Breakfast Association is a professional organization for innkeepers that want to present their inns in the best possible manner. Our member inns reflect not only their inns and communities, but also the state of Oklahoma and the entire Bed & Breakfast industry. Oklahoma Bed & Breakfast Association Inns have set the standard high for providing guests with the finest quality in Oklahoma Hospitality.

In an effort to listen and respond to our customers (Oklahoma B&B Innkeepers), we are implementing a new pricing structure and membership options for 2012.

Here's a summary of our new membership structure. Details on how to sign up are listed on the following page.

1. Introducing “Friend of OKBBA”. Some Innkeepers have told us they just want to be listed on the OKBBA website which allows them to add another directory for guests to find them without all the bells and whistles of full membership. For these Innkeepers we've added a directory listing that allows you to increase your web presence. The OKBBA is the #1 requested lodging information from TravelOK.com. Take advantage of being listed on the OKBBA website.

2. Introducing New Member Full Membership Special. Other Innkeepers have told us to make it more economical to join as a new member and receive full membership benefits. For these Innkeepers we are introducing reduced pricing (\$65 savings) for new members that includes full membership benefits. All benefits of full membership apply including the Quality Review (\$75 fee) that must be conducted within the first six months of applying for membership. Don't miss the opportunity to take advantage of this special pricing.

Hopefully with these new changes, you will find a level of membership that fits your needs. Please feel free to contact any Board Member with questions you have about this information or the OKBBA.

Looking forward to you becoming a Full Member or Friend of the OKBBA.

Sincerely,
OKBBA Board of Directors
www.okbba.com

Joe Silk
Genny Maiden
Janet Charalampous
Janet Mobbs

Turning Leaf Inn, Broken Bow
Terrapin Peak BBB, Cookson
Pecan Valley Inn, Davis
Inn at Woodward Park, Tulsa

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Oklahoma Bed & Breakfast Association

“Become a part of a select group”

<h2>Friend of OKBBA Special</h2>	<h2>New Member Full Membership Special</h2>
<p>Sign up for a directory listing with this select group of Oklahoma Bed and Breakfast Innkeepers for \$50 per year. Special pricing available until December 31, 2012.</p>	<p>Join this select group of Oklahoma Bed and Breakfast Innkeepers for \$125 plus \$5 per room. Represents a \$65 savings from normal membership fees. Special pricing available until December 31, 2012.</p>
<p><i>What's in it for you?</i></p> <p>Broaden web presence: Name of property, address, phone number, website address. Directory listing without full membership: Become part of the #1 requested lodging information in Oklahoma via TravelOK.com. Reach more Customers: Add another avenue for potential guests to find you.</p>	<p><i>What's in it for you?*</i></p> <p>Reach more Customers: listing, photos, website link, free www.bbonline.com/ok/okbba & more. Network with Innkeepers and Industry Leaders: Newsletters, Facebook chat group, annual Conferences, etc. Professional Quality Review: assures guests that high standards are met for hospitality, safety and excellence. Discounts: Webervations, annual conferences, bbonline.com</p> <p><i>*See website for complete list of Benefits</i></p>
<p><i>Special Information</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Benefits of full OKBBA membership do not apply <input type="checkbox"/> Fee is due with application 	<p><i>Special Information</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Quality Review (\$75 cost) must be conducted within 6 months of applying for membership. <input type="checkbox"/> Cost of membership will be prorated quarterly. <input type="checkbox"/> New member defined as not being an OKBBA member for 3 years.
<p><i>How do you join?</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Go to www.okbba.com for application. Select “Membership”, Select “Join Now”, Select “Friend of OKBBA Special” <input type="checkbox"/> Or contact Genny Maiden via email info@terrapinpeakbbb.com for application. 	<p><i>How do you join?</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Go to www.okbba.com for application. Select “Membership”, Select “Join Now”, Select “New Member Full Membership Special” <input type="checkbox"/> Or contact Genny Maiden via email info@terrapinpeakbbb.com for application.

Friend of OKBBA Directory Application

General Information

Name of Property:	Email Address:
Owner/Innkeeper name(s):	Website Address:
Street Address:	Mailing Address (if different):
City:	Zip Code:
Phone number:	State sales tax#

How did you hear about the Oklahoma Bed and Breakfast Association?

<input type="checkbox"/> Referred by B&B owner (give name)	<input type="checkbox"/> Website
<input type="checkbox"/> Friend	<input type="checkbox"/> Other

Accommodation Information

Type of Property (select one) <input type="checkbox"/> B&B (4 or less rooms) <input type="checkbox"/> Inn (more than 4 rooms) <input type="checkbox"/> Cabin <input type="checkbox"/> Guest House <input type="checkbox"/> Country Inn (more than 4 rooms & serve meals)	Number of Guest rooms:
	Number of Private bathrooms:
	Is a complimentary breakfast included with your room price?
	Rate Range: _____ to _____

Dues/Fees Information: Friend of OKBBA, Directory listing

Return this completed application with a check or money order for \$50.00 plus to cover your Directory membership fee. The Membership Chairperson will contact you regarding when your information (Property name, address, phone number, website address) will be added to the OKBBA website and answer any questions you might have.

Make your check or money order payable to OKBBA

Mail to: Genny Maiden, PO Box 307, Cookson, OK 74427

Include:

- Completed application
- Directory Membership fee \$50
- Three brochures of your B&B/Inn

Please read and sign

I certify that I have read each of the questions on this application carefully and have answered honestly to the best of my knowledge and ability.

Signed _____ Date _____

OKBBA New Member Full Membership Special Application

General Information

Name of Property:	Email Address:
Street Address:	Mailing Address (if different):
City:	Zip Code:
Phone number:	Website Address:
State sales tax#	Health Dept. # (if applicable):

How did you hear about the Oklahoma Bed and Breakfast Association?

<input type="checkbox"/> Referred by B&B owner (give name)	<input type="checkbox"/> Website
<input type="checkbox"/> Friend	<input type="checkbox"/> Other

Type of Property (select one)

<input type="checkbox"/> B&B (4 or less rooms) <input type="checkbox"/> Inn (more than 4 rooms) <input type="checkbox"/> Cabin <input type="checkbox"/> Guest House <input type="checkbox"/> Country Inn (more than 4 rooms & serve meals)	What year was property built?
	Date business opened?
	Date of Certification of Occupancy?
	Is your building a designated historic structure? Yes, No, NA
	If yes, circle one: Federal, State, Local

Insurance Company:	Policy #:
Amount of Liability Coverage:	Policy Expiration Date:
Agent name:	Agent phone#

Please give a brief description of your property (e.g. property, type of house, etc.)

OKBBA New Member Full Membership Special Application

Owner/Innkeeper Information

Is your B&B/Inn Owner-operated?	Is your B&B/Inn operated by someone that is not the owner(s)?
Owner/Innkeeper Name (s):	If so, Manager/Innkeepers name(s)
Address (if different from B&B/Inn):	Does Innkeeper reside on premises?
# of Employees: Full time _____, Part time _____, Contract _____	

Availability Information

Are you open year round?	If not, what dates are you open?
Do you take guests during (check all that apply) <input type="checkbox"/> Week <input type="checkbox"/> Weekend <input type="checkbox"/> Holidays	During what hours is the business phone answered?
	Is Innkeeper/manager or staff, always on site?

Accommodation Information

# Guest Bedrooms:	# Private bathrooms:	# Shared bathrooms:
Maximum guests you can accommodate per night:	Rate Range: _____ to _____	
Do you accept children?	Any restrictions?	
Do you allow pets?	Any restrictions?	
Do you allow smoking?	Any restrictions?	
Do you allow alcohol?	Any restrictions?	

Breakfast Information

Is complimentary breakfast included with room price?	Is breakfast served only to guests?
Type of breakfast served (check all that apply): <input type="checkbox"/> Continental <input type="checkbox"/> Continental Plus <input type="checkbox"/> Other	Where can guests have their breakfast served?
	What hours do you serve breakfast?

OKBBA New Member Full Membership Special Application

Reservation Information

Do you accept Online reservations?	If yes, what company do you use?
Do you accept credit cards? If yes, check all that apply: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express	Do you pay travel agents a commission for reservations? If so, what _____ % or \$ _____ amount Check in time _____ Check out time _____
What is your cancellation policy?	
What is your deposit policy?	

Facility Information

Do you have facilities for weddings, meetings, etc.?	How many people can you accommodate?
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Amenities (check all that apply)

<input type="checkbox"/> WiFi or High speed internet	<input type="checkbox"/> Television
<input type="checkbox"/> Telephone/shared line with innkeepers	<input type="checkbox"/> Telephone in guest room with private line
<input type="checkbox"/> VCR player	<input type="checkbox"/> DVD player
<input type="checkbox"/> CD player	<input type="checkbox"/> Radio
<input type="checkbox"/> Cable TV	<input type="checkbox"/> Video/DVD Library
<input type="checkbox"/> Iron/Ironing Board	<input type="checkbox"/> Hair Dryer
<input type="checkbox"/> Coffee Maker	<input type="checkbox"/> Guest Laundry
<input type="checkbox"/> Microwave	<input type="checkbox"/> Mini Refrigerator
<input type="checkbox"/> Complimentary beverages	<input type="checkbox"/> 24 hour access to come and go from inn
<input type="checkbox"/> Individual Room keys	<input type="checkbox"/> Hot tub (outside)
<input type="checkbox"/> Whirlpool tub (inside)	<input type="checkbox"/> Office work area
<input type="checkbox"/> Computer	<input type="checkbox"/> Fax machine
<input type="checkbox"/> Meeting Room	<input type="checkbox"/> Handicap access
<input type="checkbox"/> Robes	<input type="checkbox"/> Private deck or porch
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

**OKBBA New Member
Full Membership Special Application**

Dues/Fees Information: New Member, Full Membership Special

Return this completed application with a check for \$125.00 plus \$5.00 for each room to cover your membership fee. For example:

Number of Rooms	Base Rate	+ Per Room Rate	Total Fee
1	\$125	\$5	\$130
2	\$125	\$10	\$135
3	\$125	\$15	\$140
4	\$125	\$20	\$145
5	\$125	\$25	\$150
6	\$125	\$30	\$155
7	\$125	\$35	\$160
8	\$125	\$40	\$165

The Membership Chairperson will contact you regarding scheduling an on-site Quality Review of your B&B/Inn. You can review the Quality Review Checklist on the OKBBA website (www.okbba.com) or request a copy from the Membership Chairperson, to review before your appointment with the Reviewer.

At the time of your Quality Review please be prepared to pay \$75 to the OKBBA to cover the cost of the review. The Quality Review will be repeated every 3 years. When your Quality Review has been presented to and accepted by the Board, a Certificate of Achievement and formal welcome letter will be sent to you on behalf of the Oklahoma Bed & Breakfast Association.

Make your check or money order payable to OKBBA

Mail to: Genny Maiden, PO Box 307, Cookson, OK 74427

Include:

- Completed application
- Membership fee \$125 plus \$5 for each room
- Three brochures and color photo of property

Please read and sign

I certify that I have read each of the questions on this application carefully and have answered honestly to the best of my knowledge and ability. By signing this agreement, I also certify that I will abide by the Association's By-Laws and Standards and carry the appropriate insurance coverage. I agree that membership in the OKBBA is conditioned upon satisfactorily passing the on site Quality Review set forth in the OKBBA Program of Quality Assurance Standards.

Signed _____ Date _____

Oklahoma Bed & Breakfast Association



January, 2012

A quarterly information sharing newsletter to keep in touch.....

- **Greeting** to everyone! Hoping everyone had the happiest of holidays and that you're ready to start the adventures a new year will bring
- On January 8, 2012, the Board of Directors held a meeting in Krebs, Oklahoma, at Pete's Place. Over dinner, new board positions were accepted and a plan for 2012 was outlined
- **Following is a listing of your OKBBA Board of Directors for 2012:**
 - Joe Silk-President-Turning Leaf Inn, Broken Bow
 - Genny Maiden-Vice President , Membership Chair, Newsletter-Terrapin Peak, Cookson
 - Janet Charalampous-Secretary-Pecan Valley Inn, Davis
 - Janet Mobbs-Treasurer-Inn at Woodward Park, Tulsa
 - One Board position presently **OPEN**
- **Projects** for the upcoming year include:
 - Membership drive (see attached documents)
 - Develop an incentive plan for current members who help bring new members
 - Re-design the rack card to include the name/city of Member Inns
- **Welcome New Member:**

Woods Country Inn, Debra Brown located in Westville
918.231. 4493, woodscountryinn@att.net
Please feel free to touch base with Debra and welcome her to the OKBBA
- **Congratulations to the following B&Bs/Inns on their recent Quality Review achievement**
- **100%**
 - Cedar Rock Inn, Randy & Sandi Dittman
- **Above 95%**
 - Grandison Inn at Maney Park, Bob & Claudia Wright
 - Woods Country Inn, Debra Brown
 - Aunt Jan's Cozy Cottage, Jan Wood
 - Historic Hayes House, James Holder
 - Inn at Woodward Park, Mark & Janet Mobbs
- **Remember:** Check out our OKBBA Facebook page and "Like" us. Please add your comments and participate. Thank You!

*****Your Association Needs YOU!!*****

The association has a critical need to recruit board members. The future of our association depends on you and your willingness to serve in this capacity. If you would be willing to help in any way, or have ideas to share in this regard, please contact any member of the OKBBA Board of Directors

INNkeeper Tips:

Fixing tears: Sheets or pillowcases with a small hole or tear, fix them with a loving hand. Keep very small, soft iron-on patches of a rose, heart, butterfly, or small flower. Press it over the small hole or tear and then take a needle and thread and sew around the edges to secure it. It makes for a great decoration, and guests don't know if it is a tear or a trademark

Odor eaters: A solution for 'sneaky smokers.' Barely cover the bottom of three dinner plates with white vinegar; put them in the odiferous room. Close the door. Within 20 minutes, the odor should be gone

Good book: A very practical reference book: *Haley's Hints* by Graham Haley and Rosemary Haley; the advice covers furniture care, laundry problems, mending, safety issues, simple do-it-yourself tips for plumbing problems, pet stains and whatever else might come up in a busy home. Even gardening tips and car care are covered

INNspiring Food Ideas: ***Yummy Fudge Cake***

Cake:

2 2/3 cups all-purpose flour
3/4 cup plus 1 tablespoon granulated sugar
1/3 cup light brown sugar
1/4 cup best-quality cocoa powder
2 teaspoons baking powder
1 teaspoon baking soda
1/2 teaspoon salt
3 eggs
1/2 cup plus 2 tablespoons sour cream
1 tablespoon vanilla extract
3/4 cup unsalted butter, melted and cooled
1/2 cup canola oil
1 1/3 cups chilled water

Fudge Frosting:

6 ounces bittersweet chocolate, minimum 70 percent cocoa solids
1 cup plus 2 tablespoons unsalted butter, softened
1 3/4 cups confectioners' sugar, sifted
1 tablespoon vanilla extract



Directions for the cake:

Preheat the oven to 350 degrees F. Butter and line the bottom of 2 (8-inch) cake pans.

In a large bowl, mix together the flour, sugars, cocoa, baking powder, baking soda and salt. In another bowl or wide-necked measuring cup whisk together the eggs, sour cream and vanilla until blended. Using a standing or handheld electric mixer, beat together the melted butter and corn oil until just blended (you'll need another large bowl for this is using the hand mixer; the standing mixer comes with its own bowl), then beat in the water. Add the dry ingredients all at once and mix together on a slow speed. Add the egg mixture, and mix again until everything is blended and then pour into the prepared pans.

Bake the cakes for 25 to 30 minutes, or until a cake-tester comes out clean. Cool the cakes in their pans on a wire rack for 15 minutes, and then turn the cakes out on the rack to cool completely.

Directions for the frosting:

Melt the chocolate in the microwave – 2 to 3 minutes on medium should do it – or in a bowl sitting over a pan of simmering water, and let cool slightly.

In another bowl beat the butter until it's soft and creamy and then add the sifted confectioners' sugar and beat again until everything's light and fluffy. Gently add the vanilla and chocolate and mix together until everything is glossy and smooth.

Sandwich the middle of the cake with about a quarter of the icing, and then ice the top and sides, too, spreading and smoothing with a rubber spatula.

Your ideas, input, and suggestions are always welcome. Simply e-mail Genny Maiden at info@terrapinpeakbbb.com