

MINUTES OF THE REGULAR MEETING OF THE
WALTER GERRELLS CIVIC CENTER ADVISORY BOARD
CARLSBAD PUBLIC LIBRARY ANNEX
101 S HALAGUENO
TUESDAY, NOVEMBER 5, 2013 AT 6:00 PM

Voting Members Present: Danita McCormick, Chairperson
Ken Anderson
Lavelta Jenkins
Jane Guevara
Pat Florez
Linda Wiggins

Voting Members Absent: Michelle Navarrette

Ex-officio Members Present:

Ex-officio Members Absent: Councilor Jason Shirley

Others Present: Curtis McKinney
Chris Murray

1 ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM:

Meeting was called to order at 6:10 pm by **Danita McCormick, Chairperson**. It was determined there was a quorum.

2 APPROVAL OF AGENDA: **Ken Anderson** motioned to approve the Agenda, **Jane Guevara** seconded the motion. The vote was as follows: Yes – Anderson, Jenkins, Guevara, Florez, Wiggins, McCormick No – None Absent – Navarrette. The motion passed.

3 APPROVAL OF MINUTES FOR OCTOBER 1, 2013: **Lavelta Jenkins** motioned to approve. **Linda Wiggins** seconded the motion. The vote was as follows: Yes – Anderson, Jenkins, Guevara, Florez, Wiggins, McCormick No – None Absent – Navarrette. The motion passed.

4 BOARD MEMBER UPDATE:

A. Consider and elect Board Chairman – **Danita** said that currently she is the Chairperson, and **Linda** is the Vice-Chairperson. **Ken Anderson** motioned that **Danita McCormick** be Chairperson for another year, **Linda Wiggins** seconded the motion. The vote was as follows: Yes – Anderson, Jenkins, Guevara, Florez, Wiggins No –None Absent – Navarrette. The motion passed. **Danita** motioned for **Linda Wiggins** to be Vice-Chairperson for another year. **Ken Anderson** seconded. The vote was as follows: Yes – Anderson, Jenkins, Guevara, Florez, Wiggins, McCormick No –None Absent – Navarrette. The motion passed.

5. **OTHER COMMENTS AND QUESTIONS:** **Curtis** handed out the activity report for October; he said they collect \$1500 in activity fees and turned in \$1275 to the city. He said December is pretty full right now. The concert he had scheduled for December 21 fell through. **Curtis** said he put in a new phone system. The current one the city has, doesn't work very well for what the center needs. The way the system works right now is if someone calls and no one is there to answer the caller would have to just leave a message with the new system it has an automatic message that will forward the call to **Curtis** or **Chris** and they can take care of the caller right then.

Curtis said he is having a big issue with the hand towels/paper towels that come out of the dispenser; he asked if the board would consider changing to hand blowers. **Curtis** said the hand blowers are about \$250 a piece plus we would need to add the electrical part to get them running.

Curtis handed out some quotes for the curtains, if you look at all three Kendall Stage Curtains is the best option. Hopefully it will take around a month or so before we get the curtains. The board all agreed that the Kendall Stage Curtains was the best option.

Curtis also handed out some invoices that he had turned into the city. They show everything that he collected and what he billed the city. He also turned in the monthly report.

Danita asked about the leak around the window. **Curtis** stated that **Patsy Jackson-Christopher** has sent out the maintenance crew. They sanded the stage floor and asked **Curtis** what kind of finish he wanted on the stage floor. **Curtis** said they will be putting a protective cover on it. The crew fixed the handicap door, they fixed the window they put a sealer on it, put some new texture. They have fixed some holes in lobby area, retextured it, and repainted it. One of the biggest problems we are going to have is there is a beam or something underneath the floor and it's raising like it did in the lobby area, it has busted out some tiles, the city crew has come out and replaced the tiles, but it's still cracking. We can't put a whole new floor, **Curtis** suggested getting rid of the tile and sand the floor down to the concrete and paint it, stain it or whatever it takes. **Curtis** said this isn't something that can be done right now, but the board needs to be aware of the problem and maybe they can address it sometime in the future.

Curtis said the center needs to update the power service; right now if someone plugs up two crock pots it pops the breaker. The board suggested **Curtis** turn in a work order to **Patsy Jackson-Christopher**.

Lavelta Jenkins asked if the city has commented on the reports. **Curtis** said he was told by **Ms. Jackson-Christopher** that they looked good.

Ken Anderson asked about the status on the handicap seating. **Curtis** said he has gotten with the city maintenance, but he wanted to speak to the board to see what they decided. **Danita** said she would look back in the minutes and see what seats they had discussed before.

6. **ADJOURNMENT:** **Danita** said the next meeting would be December 3 at the Carlsbad Public Library at 6:00. **Ken Anderson** motioned to adjourn, **Pat Florez** seconded the motion. The vote was as follows: Yes – **Anderson, Jenkins, Guevara, Florez, Wiggins, McCormick** No – **None** Absent – **Navarrette**. The motion passed. Adjourned at 7:08.

Janita McCosmick

Chairperson

Dec. 4, 2013

Date