

MINUTES OF THE REGULAR MEETING OF THE  
WALTER GERRELLS CIVIC CENTER ADVISORY BOARD  
CARLSBAD PUBLIC LIBRARY ANNEX  
101 S HALAGUENO  
TUESDAY, MAY 7, 2013 AT 6:00 PM

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

Voting Members Absent: Jane Guevara

Ex-officio Members Present: Councilor Jason Shirley

Ex-officio Members Absent:

Others Present: Patsy Jackson-Christopher

**1 ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM:**

Meeting was called to order at 6:09 pm by **Danita McCormick, Chairperson**. It was determined there was a quorum.

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

**3 APPROVAL OF MINUTES FOR APRIL 2, 2013:** **Michelle Navarrette** motioned to approve the minutes. **Pat Florez** seconded the motion. The vote was as follows: Yes – McCormick, Navarrette, Jenkins, Florez, Anderson, Wiggins No – none Absent – Guevara. The motion passed.

**4 BOARD MEMBER UPDATES:**

**A. CONSIDER APPROVAL OF REGULAR MEETING DATE, TIME AND PLACE:** **Danita** said normally in the past they have monthly meetings. **Danita** asked for suggestions.

**Councilor Shirley** discussed briefly the guidelines and regulations of having regular board meetings. **Councilor Shirley** and **Ms. Jackson-Christopher** handed each board member a board handbook.

**Mr. Anderson** expressed concern about Robert's rules.

**Ms. Jackson-Christopher** stated that through the Open Meetings Act it states that boards have to go by the Robert's rules.

**Mr. Anderson** stated how do you go about electing a parliamentarian to handle them?

**Councilor Shirley** stated all the boards are advisory boards and they take recommendations from the board to the council. That's how all the city boards' work. **Councilor Shirley** stated the city is trying to make sure all the advisory boards follow the state statues.

**Ms. Jenkins** motioned to continue to have the regular scheduled meetings on the first Tuesday of the Month at 6:00 pm and the place would be September thru May at the Library Annex and June thru August at the Walter Gerrells Performing Arts Center. **Mr. Anderson** seconded the motion. Yes – McCormick, Navarrette, Jenkins, Florez, Anderson, Wiggins No – None Absent – Guevara. The motion passed.

**Ms. Navarrette** motioned to cancel the June's regular monthly meeting, **Ms. Jenkins** seconded the motion. Yes – McCormick, Navarrette, Jenkins, Florez, Anderson, Wiggins No – None Absent – Guevara. The motion passed.

**Councilor Shirley** suggested for future Agendas to put any additional reports as an item to make things a little more official or it can be listed as other comments. He asked **Ms. Jackson-Christopher** to speak about some of the issues for the Civic Center.

**Ms. Jackson-Christopher** mentioned that she is working on getting amounts for the stage curtains and the auditorium chairs. She stated there was a group that came to town to work with the schools; they have the GSA contracts so more than likely that's who we will go with. **Ms. Jackson-Christopher** stated that the maintenance crew has been doing some minor repairs, replaced ceiling tiles and getting ready to paint.

**Mr. Anderson** stated there were several vehicles at the Civic Center the other day; he asked how come the city didn't do that for the last two promoters.

**Ms. Jackson-Christopher** explained that right now the City is managing the Civic Center and when there is a promoter it is the responsibility of the promoter to hire his own crew.

**Ms. Wiggins** questioned the forms in the back of the board handbook.

**Ms. Jackson-Christopher** discussed the facility reports in the back. One of those reports was done by the union safety committee and the other one by our maintenance superintendent and his crew. That is where she got her information for the budget narrative. These are things we have to do to keep the building up and running.

5 **ADJOURNMENT 6:37 pm:** Ken Anderson motioned to adjourn, Pat Florez seconded the motion. The vote was as follows: Yes – McCormick, Navarrette, Jenkins, Florez, Anderson, Wiggins No – None Absent – Guevara. The motion passed.

