

MINUTES OF THE SPECIAL MEETING OF THE  
WALTER GERRELLS CIVIC CENTER ADVISORY BOARD  
WALTER GERRELLS CIVIC CENTER  
4012 NATIONAL PARKS HIGHWAY  
FRIDAY, AUGUST 16, 2013 AT 6:00 PM

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

Voting Members Absent: Jane Guevara

Ex-officio Members Present: Councilor Jason Shirley

Ex-officio Members Absent:

Others Present: Curtis McKinney  
Chris Murray  
Tiffany Shirley

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

Meeting was called to order at 6:05 pm by **Danita McCormick, Chairperson**. It was determined there was a quorum.

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

**3 APPROVAL OF MINUTES FOR AUGUST 6, 2013:** Danita said some changes to the draft minutes needed to be made, Chris Murray was in attendance. She said on page 2 paragraph 1 instead of this is should read these aren't official quotes. Then on the 2<sup>nd</sup> page 2<sup>nd</sup> paragraph it should read some of the parking blocks. Then in paragraph 5 the sections should have been EE Row A thru N seats 1, 2. Also on page one under building issues the showers behind the stage needed to be mentioned. **Lavelta Jenkins** motioned to approve the minutes with the changes. **Michelle Navarrete** seconded the motion. The vote was as follows: Yes – Wiggins, Jenkins, Florez, Anderson, Navarrete, McCormick No – none Absent – Guevara. The motion passed.

**4 DISCUSSION & APPROVAL OF CIVIC CENTER FEE STRUCTURE:** **Danita** asked **Ken** to do some comparison on prices. **Ken** said he got the ones from Pecos River Village he has the letter **Mr. Tully** sent to compare, he had the one from **Mr. Lutman**, and from **Mr. Young**. **Curtis** said the fees that were in Roberts' contract were the last ones the city approved. Right now the fees are \$500 for the auditorium or 10% of the gate and \$500 for the Annex. **Curtis** said he thinks \$500 is competitive enough that people will still rent the annex. The annex is usually used for wedding, quinceaneras' and things like that. **Curtis** said the \$500 fee for the

auditorium is probably a good amount. From a promoters' point of view, the promoter has all these additional fees such as paying for the event, security, catering, and other costs then you turn around and tell them it's say \$2000 to rent the auditorium, that's the last thing he wants to hear. But if you tell the promoter they can rent the place for \$500 or a percentage of the gate, he feels comfortable because if his show fails, he's not out a lot of cash and but if he does well then he won't have a problem paying that percentage because he made his money. **Curtis** told the board another option is to go to a flat rate instead of doing a percentage. But remember no matter what event you have the city will only get that flat rate fee. With a percentage the city will make more money as opposed to a flat rate. If the board is good with the way it is set up, then we don't need to do anything but if the board wants to change something then it needs to go before the City Council.

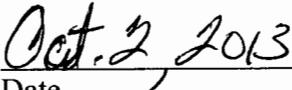
**Curtis** said the rental agreement will be set up sort of a le carte. The fee will be the \$500, then an additional fee for the sound equipment, setting up table and chairs, security etc. It will be separate from the agreement they don't have to use our services, but we have them if they want to pay the fee to use them. All the charges will be reasonable, basically just to cover the man power to do what they are asking. **Curtis** said he didn't recommend changing the rates but that is up to the board. **Curtis** reminded the board any contract the city made will have to be honored.

Ken makes a motion to approve the Civic Center Fee Structure as they are, **Lavelta** seconded the motion. The vote was as follows: Yes – Wiggins, Jenkins, Florez, Anderson, Navarrete, McCormick No – none Absent – Guevara. The motion passed.

5. **SET NEXT MEETING DATE:** Danita suggested having the next meeting on Tuesday, October 1 at the Library Annex, instead of September 3 to give **Curtis** some time to adjust and get settled in. **Linda** motioned to cancel the September 3 meeting and set next meeting date for Tuesday October 1, 2013. **Michelle** seconded the motion. The vote was as follows: Yes – Wiggins, Jenkins, Florez, Anderson, Navarrete, McCormick No – none Absent – Guevara. The motion passed.

6. **ADJOURNMENT:** **Michelle** motioned to adjourn, **Pat** seconded the motion. The vote was as follows: Yes – Wiggins, Jenkins, Florez, Anderson, Navarrete, McCormick No – none Absent – Guevara. The motion passed. Meeting adjourned at 6:32 pm.

  
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Chairperson

  
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Date