

MINUTES OF THE REGULAR MEETING OF THE
WALTER GERRELLS CIVIC CENTER ADVISORY BOARD
CIVIC CENTER ANNEX
4012 NATIONAL PARKS HWY
TUESDAY, DECEMBER 4, 2018 AT 6:00 PM

1 ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM:

Meeting was called to order at 6:00 pm by Steve Sauer, Chairperson. It was determined there was a quorum.

Voting Members Present: Steve Sauer, Chairperson
Parker Hamel
Danita McCormick
Sam Smith
Damien Capello – arrived at 6:04 P.M.

Voting Members Absent: Mark Barela
Todd Hyden

Ex-officio Members Present: Angie Barrios-Testa, Director of Municipal Services
Curtis McKinney, Manager
Ken Britt, Director of Community Development

Ex-officio Members Absent: Dale Janway, Mayor
Michael A. Hernandez, City Administrator
Jason Shirley, Councilor

Others Present:

2 APPROVAL OF AGENDA – The motion was made by P. Hamel to approve the December 4, 2018 Agenda and seconded by S. Smith. The vote was as follows: Yes –P. Hamel, D. McCormick, S. Smith, and S. Sauer. No – None. Absent – D. Capello, M. Barela, and T. Hyden.

3 APPROVAL OF REGULAR MEETING MINUTES FOR OCTOBER 2, 2018 – The motion was made by S. Smith to approve the minutes for the October 2, 2018 regular meeting and seconded by P. Hamel. The vote was as follows: Yes –P. Hamel, D. McCormick, S. Smith, and S. Sauer. No – None. Absent – D. Capello, M. Barela, and T. Hyden.

Damien Capello arrived after the vote at 6:04 P.M.

4 APPROVAL OF SPECIAL MEETING MINUTES FOR OCTOBER 20, 2018 – The motion was made by D. McCormick to approve the minutes for the October 20, 2018 special meeting and seconded by P. Hamel. The vote was as follows: Yes –D. McCormick, S. Smith, P. Hamel, and S. Sauer. No – None. Abstained – D. Capello. Absent – M. Barela, and T. Hyden.

5 DIRECTOR'S UPDATE – Ken Britt provided the board with updates. He informed the board of his meeting with the digital sign installer. The sign is projected to be installed the week before Christmas. Mr. Britt also stated a budget adjustment has been submitted to the budget committee to allow for the purchase of needed tables. There was discussion between the board members regarding the Civic Center's budget which included: The current budget, next year's budget, the board's involvement, and the budget process. Mr. Britt then gave a status update on the fire alarms. Kam Security is waiting on the designer, and once the design is submitted James Melvin will need the State Fire Marshall's approval. Mr. Britt also stated Curtis McKinney, the Civic Center manager, will go before council Tuesday for his contract renewal. D. McCormick asked if Curtis' monthly report was available, and it was discussed that the report could be included in the packets moving forward.

No other updates to discuss. Angie Barrios-Testa introduced herself as the Director of Municipal Services, and explained she would soon be fully taking over her role as the director over this advisory board. She stated she looks forward to working with the Board, and will be closely working with the upcoming budget.

6 MANAGER'S REPORT – Curtis McKinney provided the Manager's update. He stated they are running in to issues with alcohol vendors again. He explained that the vendors are overcharging the renters, and leaving a lot of the cleaning and responsibility to them as well. He would like to start charging a fee for alcohol vendors that use the facility. There was discussion regarding the implications and benefits of charging a fee, the differences of alcohol vendors versus other vendors, and the contracts needed. It was decided that this will be added to the strategic planning. Mr. McKinney then informed the board there are a lot of events booked for next year such as Jurassic Adventure, Job Post Media job fairs, various gun shows, Hog Fest, and other events. Mr. McKinney reported there was only one cancelled event for this month; the month is booked and will be very busy. The Lodger's tax funding was partially used for the Haunted House, and some of it has been used for booking. Mr. McKinney mentioned he plans to advertise more at the beginning of the year, especially in Roswell and Hobbs. He also stated he would like to advertise more once he has full use of the building. No further comment.

7 DISCUSS THE STRATEGIC PLANNING DRAFT – The board reviewed the goals and outcomes discussed at last month's special meeting. Mr. Sauer handed out the Strategic Plan Draft documents. The board discussed their plans for seating, RV hookups, naming rights, and alcohol sales. Mr. Sauer stated he would like to put together focus groups made up of a few board members for each key initiative that needs planning. The committees will prepare documentation needed to present to City Council. They will research and plan the possible pricing, funding sources, time-frames for the projects, and compare other policies. Mr. Sauer explained once the proposals were fully developed they could possibly be moved higher up on the priority list for the City to address. S. Smith and P. Hamel will work with C. McKinney to prepare the proposed alcohol sale changes that will be included under the innovation initiative to expand audience and deepen engagement. D. Capello and P. Hamel will work with C. McKinney to develop a plan for the sale of naming rights which will be included as part of the initiative to ensure fiscal stability. D. McCormick declined to participate. Mr. Sauer stated he would like for documents to be created for each key initiative in the same way the infrastructure improvements were

done at the last planning meeting. As follows, he asked that the key initiatives be ready to discuss during February's regular meeting. No further discussion.

8 ADJOURNMENT – The motion to adjourn was made by P. Hamel and seconded by D. Capello. The vote was as follows: Yes –D. Capello, P. Hamel, D. McCormick, S. Smith, and S. Sauer. No – None. Absent – M. Barela, and T. Hyden. The meeting adjourned at 7:04 P.M.

Steve K Sauer
Chairperson

2-5-19
Date