

MINUTES OF THE REGULAR MEETING OF THE
WALTER GERRELLS PERFORMING ARTS AND EXHIBITION CENTER ADVISORY BOARD
CIVIC CENTER ANNEX
4012 NATIONAL PARKS HWY
TUESDAY, AUGUST 3, 2021 AT 6:00 PM

1 ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM --

Steve Sauer, Chairperson, called the meeting to order at 6:00 PM. It was determined there was a quorum.

Voting Members Present: Steve Sauer, Chairperson
Charles Neill
Damien Capello
Danita McCormick

Voting Members Absent: Parker Hamel

Ex-officio Members Present: Jason Shirley, City Councilman

Ex-officio Members Absent: Dale Janway, Mayor
John Lowe, City Administrator

Others Present: Ted Cordova, Director of Community Development
Lupe Ornelas, Facility Maintenance Superintendent/Civic Center
Manager
Cari Pickens, Community Development Executive Secretary

2 APPROVAL OF AGENDA FOR AUGUST 3, 2021 – The motion was made by D. Capello to approve the agenda for the August 3, 2021 meeting. D. McCormick seconded. The vote was as follows:

Yes –D. Capello, D. McCormick, C. Neill, and S. Sauer.

No – None.

Absent – P. Hamel

The motion passed.

3 APPROVAL OF REGULAR MEETING MINUTES FOR MARCH 3, 2020 – The motion to approve the minutes for the March 3, 2020 regular meeting was made by D. McCormick, and seconded by D. Capello The vote was as follows:

Yes –D. Capello, D. McCormick, and S. Sauer.

No – None.

Absent – P. Hamel

Abstained – C. Neill

The motion passed

4 INTRODUCTION OF NEW MANAGER AND BOARD MEMBER – S. Sauer explained Metal Shop Live’s contract was not renewed in 2020 so management was taken over by the City. Management of the Civic Center has been assigned to Lupe Ornelas Facility Maintenance Superintendent for the City of Carlsbad. The newest appointed board member is Charles Neill who introduced himself to the board.

5 MANAGER’S REPORT – L. Ornelas introduced himself to the board. He has been with the City of Carlsbad for 17 years. He is the Superintendent for Facility Maintenance and is now acting as the Civic Center manager as well. He informed the board of current rentals and upcoming events as well as giving an overview of upgrades made to the facility. The board expressed interest in a walkthrough of the facility after the meeting. T. Cordova stated one of his main priorities for operation of the Civic Center is a focus on quality customer service.

The board members each introduced themselves and then discussed the status of the sound equipment and the status of an inventory list for the Civic Center. L. Ornelas stated he will work on inventory and update the board at the next meeting regarding inventory and the readiness of the facility for shows.

The board discussed facility upgrades. Improvements since the board last met include lighting in the auditorium, flooring in the annex lobby, exterior paint and tile, parking lot lighting, and a mop sink installation. The capital budget for FY22 was briefly discussed and the board would like for J. Shirley and P. Hamel to be involved in the process when purchasing sound and lighting for the Annex and Auditorium.

6 DISCUSSION OF ITEMS AND UPDATES FROM 2020-PRESENT – The board discussed updates from the last meeting held in March to present.

- a) **POTENTIAL BOARD MEMBER RECOMMENDATION** – Jeri Strong had been recommended to the Mayor’s office prior to the meeting. D. McCormick recommended Elaine Finley and D. Capello recommended Trey Gonzalez. The board members agreed to send the contact information for each recommendation to C. Pickens and T. Cordova to send to the Mayor’s office. There are currently two open positions.
- b) **FREQUENCY OF MEETINGS** – The board discussed the process to move forward with bimonthly meetings and the process to cancel the motion from the last meeting in March if the board did not want to switch to bimonthly meetings. C. Pickens stated she would follow up with the City Clerk’s office for guidance. The board discussed alternative meeting formats such as meeting virtually. No action was taken, and the item will be discussed again at the next meeting.
- c) **ALCOHOL LICENSE/RFP** – The last discussion was that the process was on hold to see how it worked out at the Golf course. The board would still like to see this item pursued. S. Sauer and J. Shirley gave a brief history on the background of the alcohol license and work that had been done by the board and ex-officio member. J. Shirley will broach the topic with the Mayor again.
- d) **NAMING RIGHTS** – This item was still in the planning stages at the last meeting. The naming rights was proposed as a possible option for funding. One of the bigger projects the board

would like to accomplish is replacing the auditorium seating and the naming rights is a possible source to fund that project.

It was mentioned and discussed that the board should look into a volume purchase for seating to possibly obtain a better price.

Preliminary steps for this process will be to present the idea to City Administration to see if the board should research the idea further.

7 DISCUSSION OF AGENDA ITEMS FOR SEPTEMBER MEETING – Agenda items for the next meeting include the frequency of meetings and discussion of board elections, it was stated other items could be submitted to C. Pickens via email to add to the September agenda.

8 ADJOURNMENT – The motion to adjourn was made by D. Capello and seconded by D. McCormick.

Yes –D. Capello, D. McCormick, C. Neil, and S. Sauer.

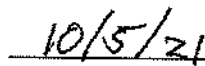
No – None.

Absent – P. Hamel

The meeting adjourned at 6:58 PM.



Chairperson



Date