

MINUTES OF THE REGULAR MEETING OF THE  
WALTER GERRELLS PERFORMING ARTS AND EXHIBITION CENTER ADVISORY BOARD  
CIVIC CENTER ANNEX  
4012 NATIONAL PARKS HWY  
TUESDAY, MARCH 5, 2024 AT 6:00 PM

- 1 ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF QUORUM** – Damian Capello, Chairperson, called the meeting to order at 6:07 pm. It was determined there was a quorum.

Voting Members Present: Damian Capello, Chairperson  
Danita McCormick  
Kat Davis  
Elaine Finley  
Elizabeth Jackson

Voting Members Absent: Jeri Strong  
Charles Neill

Ex-officio Members Present: None

Ex-officio Members Absent: Richard Lopez, Mayor  
Wendy Austin, City Administrator  
K.C. Cass, Deputy City Administrator  
JJ Chavez, City Councilor

Others Present: Lupe Ornelas, Facility Maintenance Superintendent

- 2 APPROVAL OF AGENDA FOR MARCH 5, 2024** – The motion was made by Kat Davis to approve the Agenda for the March 5, 2024 meeting. Danita McCormick seconded. The vote was as follows:

Yes – Kat Davis, Danita McCormick, Elaine Finley, Elizabeth Jackson, Damian Capello

No – None

Absent – Jeri Strong, Charles Neill

The motion passed.

- 3 APPROVAL OF REGULAR MEETING MINUTES FOR JANUARY 2, 2024** – The motion to approve the minutes for the January 2, 2024 regular meeting was made by Elizabeth Jackson and seconded by Kat Davis. The vote was as follows:

Yes – Elizabeth Jackson, Kat Davis, Damian Capello, Danita McCormick, Elaine Finley

No – None

Absent – Jeri Strong, Charles Neill

The motion passed.

4 **MANAGER’S REPORT** – Lupe Ornelas stated for the month of January 2024 the Civic Center had 1,350 in attendance for various activities. February had 3,750 for attendance. February was higher because of the Tattoo Expo coming to town for three days. March will be busy with oil field companies using the facility for safety meetings. The Cavemen Baseball team will also be holding a banquet at the facility and a gun show will be coming to town later this month. Lupe stated that April already has two large events with a concert and the NRA banquet. Lupe stated that the electrical for the new outdoor sign would start on March 11<sup>th</sup>. The Chamber of Commerce will control the new marquee. Lupe updated the board on it being budget time for the city and that he would be focusing on trying to get budget to replace the doors of the Civic Center.

5 **VOTE ON NOMINEES FOR CHAIR, ELAINE FINLEY AND VICE CHAIR, DANITA MCCORMICK** – The motion was made by Elizabeth Jackson to vote in Elaine Finley as the new Chairperson and Danita McCormick as the new Vice Chairperson. Kat Davis seconded. The vote was as follows:

Yes – Elizabeth Jackson, Kat Davis, Damian Capello, Danita McCormick, Elaine Finley

No – None

Absent – Jeri Strong, Charles Neill

The motion passed.

6 **DISCUSSION OF AGENDA ITEMS FOR MAY MEETING** – Elaine Finley asked Damian Capello if there was anything he could suggest to include for the next meeting. Damian stated that when taking over as Chair he had questions for the city on how they wanted to board to be ran. Damian reminded the board that their main purpose once the city took over the Civic Center was to just advise and give counsel. Danita McCormick brought up how this board used to meet at the Library because it was more centrally located. She suggested that we check to see if we could change locations to meet there moving forward, and do a walk-through of the Civic Center at least twice a year. Danita stated she felt like this would encourage more quorums to be made for the meetings. Lupe said he would check to see if we could switch locations to the Library. Elaine Finley asked Lupe to see what it would take to go back to having monthly meetings. The board would like to discuss the possibility of getting a new Ex-Officio.

7 **ADJOURNMENT** – The motion to adjourn was made by Elaine Finley and seconded by Kat Davis. The vote was as follows:

Yes – Elaine Finley, Kat Davis, Damian Capello, Danita McCormick, Elizabeth Jackson

No – None

Absent – Jeri Strong, Charles Neill

The motion passed. The meeting adjourned.

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Chairperson

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Date