



## Newnan Convention Center Authority

### AGENDA

April 19, 2012

City Hall Conference Room

- Approval of March 15, 2012 Minutes Chairman Avery
- Construction Update Chairman Avery
- Discussion of Changes to the Open Meetings and Open Records Act City Attorney Sears
- Executive Director Report Carol Moore
- Old Business Chairman Avery
- New Business Chairman Avery

April 19, 2012 NEWMAN CONVENTION CENTRE AUTHORITY MEETING SUMMARY

Minutes – 3/15/12-Regular Meeting **\*VOTE**

Approved with amendments

**ITEM DESCRIPTION**

Construction Project Update – D. Dean and Associates has been terminated on the project; the Surety Company is in the process of selecting a contractor to finish the project

Discussions of Changes to the Open Meetings and Open Records Act – New legislation has passed that changes the way meetings are held and records kept.

Executive Director Report – Discussion of alcohol RFP, equipment purchases, purchase of a storage trailer, seeking of caterers, and website

Old Business – none, except as covered in the Executive Director's report

New Business – As covered in the Executive Director's report; survey members to see about changing the date of the next meeting from May 17<sup>th</sup> to May 24th

May 17, 2012 6:30 p.m.

## Minutes of the April 19, 2012 meeting of the Newnan Convention Center Authority

Members Present: Parks Avery, Chairman, Cathy Sandlin, Secretary, Chris Hallman, Treasurer, Theresa Lovett and Don Bowen.

Others Present: Brad Sears, City Attorney, Carol Moore, Executive Director, and John Winters, Newnan-Times Herald.

Parks Avery called the meeting to order at 6:30pm in the conference room of City Hall.

Chris Hallman motioned the acceptance of the March meeting minutes as amended. Don Bowen seconded and the motion passed unanimously.

Parks Avery informed the Authority that D. Dean the contractor had been fired. Parks also talked to the insurance adjustor for Liberty Mutual Insurance and they are taking up the job of finding a replacement contractor to finish the job. The insurance adjustor is in the process of talking to contractors and will notify us when a new one is hired. A construction manager will be hired and he will get the sub contractors back to work and furnish us with a new completion date. The insurance company has gotten all the paper work from D. Dean and the accountants are working on that now. Hopefully we can get the March draw. D. Dean is paying some back bills but not all. We are obligated for only what the contract with D. Dean stipulates.

Brad Sears discussed with us about the newly passed changes to the Open meeting/Open Records Law.

1. Decisions "concerning the public" must be made public.
2. Members of committees can attend social, religious, or ceremonial events as a quorum as long as no business of the committee is discussed or taken.
3. A training session on the new laws will be held in the future.
4. When in executive session minutes must be maintained but will be kept confidential unless reviewed by a court in chambers.
5. Do not meet together in public to discuss business without declaring it an open meeting.
6. Attendance by telephone is approved for emergency or health reasons but is not approved for voting by that person.

### Carol Moore's Executive Report

1. Caterers are applying at this time to be included on the approved list.
2. RFP for alcohol services. One provider with a liquor license will provide for all functions. This provider will have a 2 year contract that can be extended yearly or terminated. The challenge for writing a contract is no usage history.
3. Conference Center will have a secure storage area available for the provider.
4. Cleaning and landscaping services will be contracted in the future.
5. We have a temporary marketing brochure.
6. Carol will be receiving training for Facebook and Twitter.
7. Jonathan Melville came and trained Carol on the use and updating of the Website.
8. Carol will be working on tabs on the website for facility information.
9. Don Bowen reported that Wildfire Studios designed our logo.
10. Carol joined the Chamber of Commerce and met with Candace Boothsby and discussed the Chamber's upcoming EXPO and the Chamber reported they will do their annual meeting with us.
11. Carol will go before the City Council on April 24, 2012 to get approval of the scheduling guidelines and rental fees.

Parks reported the kitchen equipment has been received and paid for. Only the delivery and installation fees remain. He also reported on the bids for furniture. We have different vendors with different specs for some of the same items. We will have two bidders bring down their tables and chairs for our inspection. The cheapest bid is not always the best fit. All the furniture and equipment has been bid. Don Bowen asked if we could find out where some of these products, if not all of them, are produced.

The Authority will need to purchase a semi-trailer to park in one of the service bays to use as storage.

Carol and Parks are still working on the Benefits Package for Carol. Her retirement package is in place.

**Old Business**

Chris Hallman asked about the David Boyd Jr. painting. Parks reported it is 7' x 7' and is beautiful and stunning. It is hard to describe but is a woodland study. There is talk of perhaps a time lapse video of the process to be use at the opening of the Centre.

**New Business**

Parks announced he will not be at the May meeting. Since there are 5 Thursdays in May Don Bowen motioned we provisionally change the meeting to May 24, 2012 if a quorum is available. Theresa Lovett seconded the motion and it carried unanimously.

Chris Hallman motioned to adjourn the meeting. Theresa Lovett seconded the motion and it carried unanimously.

Parks Avery adjourned the meeting at 7:35pm.

Respectfully Submitted

Cathy Sandlin