
The regular meeting of the Newnan Convention Center Authority was held on Thursday, September 20, 2012 at 6:30 p.m. in the Richard A. Bolin Council Chambers of City Hall, Newnan, Georgia with Chairman Parks Avery, Jr. presiding.

CALL TO ORDER

Chairman Avery called the meeting to order.

PRESENT

Authority members present: Chairman Parks Avery, Jr.; Secretary Cathy Sandlin; Treasurer Chris Hallman; Don Bowen and Theodora Stegall.

Authority members absent: Vice Chairman Michael Colpoys; Teresa Lovett

Also present were: Executive Director, Carol Moore, and Attorney Clay Hudson.

MINUTES – REGULAR AUTHORITY MEETING – August 16, 2012

Motion by Member Sandlin, seconded by Member Hallman, to dispense with the reading of the minutes of the Authority meeting for August 16, 2012 and adopt them as presented.

MOTION CARRIED. (5 - 0)

CONSTRUCTION UPDATE

Chairman Avery stated the surety company had been notified of two latent defects in construction – the steel roof structure and the rough plumbing on the roof. Headley Construction is finishing up the roof. The plumber did not use the right material or right sized pipes as specified by the architect. The plumbing contractor is the same one as hired under D. Dean and he installed the plumbing according to the plans given to him by D. Dean. The plumber obviously feels he should not pick up the cost to rectify the plumbing, as he complied with the drawings given to him by D. Dean.

Headley has contacted the kitchen supplier and has the kitchen roof pieces on site for installation.

There is also an issue with the parking lot soil compaction. Our testing company is testing the soil to determine what needs to be done.

The concrete walkway between the Performing Arts Center and our facility has been removed. The concrete walkway was not laid according to specs.

Martha Ann Parks took delivery of the office furniture to prevent having to pay a price increase and is storing it at her office.

A change order was done, at no charge, to reverse the size of the two offices in the administrative area so that the largest office was the last office, not the middle office.

FY13 BUDGET

Chairman Avery apologized to the Board for having to submit the FY13 budget to City Council prior to the Board seeing it. This was a timing issue which will be rectified for the next budget. The budget reflects earned revenues of \$191,044 and a transfer in from the City of Newnan of hotel/motel taxes and rental vehicle taxes of \$173,000. The expenses of salaries and wages reflect the costs of the executive director and operations manager as well as benefits. The Centre will utilize a large amount of part-time staff, which is reflected in the budget. The goal is to surpass the budget, but it was created to show a break-even situation.

Motion made by Member Bowen, and seconded by Member Sandlin, to accept the budget as submitted.

MOTION CARRIED. (5 – 0)

EXECUTIVE DIRECTOR REPORT

Advertising

The new Coweta Convention and Visitors Bureau map was distributed, showing the Newnan Centre's full page panel ad. The map is given to visitors, newcomers to the community, local citizens, etc. We receive 1,000 copies of the map to distribute.

We have received six leads from our Atlanta Bridal online advertising, which cost \$500. Also, Occasions Magazine will have our ad in the fall edition as well as our online profile. For the first time, Occasions is producing a trade show at the Georgia World Congress Center in March. We will have a booth in the show at a cost of \$675. Director Moore had extended an invitation to Jennifer Hanna, Contemporary Catering, and Sharon Alexander, Sweet Sensations, to see if they wanted to share a booth. We will have to purchase a booth display.

Software

After researching various booking software, Caterease was selected. Caterease will interface with QuickBooks for invoicing. In addition, room diagramming software, Room Viewer, is being purchased. This software will allow us to show clients a diagram of how their room set will look in the space as well as given to the operations manager to set the rooms.

Website

Work continues to be done on the website to make it user friendly for clients. Jonathan Melville has to make some changes to the site to accommodate requests for certain displays of information. At our next meeting, we will take a quick look at the website.

GII Enterprises, LLC

A meeting was held with Gary Hyde, GII Enterprises, LLC to discuss the expectations and operational strategy of the alcohol beverage franchise. The discussion included whether or not to accept credit cards for alcohol purchases. If credit cards are not accepted, another option is needed such as an ATM to allow customers to access cash. Mr. Hyde stated he would provide an ATM for the Centre if desired. After discussion, the Board decided to not have an ATM in the Centre.

City Facility Usage Agreement

A draft of a City Facility Usage Agreement was distributed. Director Moore asked the Board to review the document and submit suggestions and comments on the agreements to her via email. Once the suggestions and comments were received, the document would be revised and submitted for approval.

October Board Meeting

Director Moore stated the City of Newnan's Volunteer Dinner was scheduled on the date of our next meeting. Everyone should have received an invitation to the event. Therefore, discussion was held as to whether to change the date of our next meeting or cancel the meeting.

Motion was made by Member Sandlin, and seconded by Member Stegall, to cancel the October board meeting.

MOTION CARRIED. (5 – 0)

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

It has been determined that the Authority, according to GIRMA, needs to have separate insurance coverage from the City. The Authority needs liability insurance, an Errors and Omission policy to protect the board members, and workers compensation. Director Moore stated Cleatus Phillips, City Manager, had suggested a broker be hired to consult with the Authority in regards to coverage needed and limits for same, and writing of an Request for Proposals. The goal would be to find a broker who would not submit a proposal; however, that may not be possible. Member Sandlin suggested Joel Sworney may be a broker who could assist. Director Moore also commented that the FY13 budget did not reflect costs for insurance other than the \$3,600 we are currently paying the City for liability coverage on the building and contents.

Chairman Avery stated the City of Newnan has been working on getting a new telephone system, of which the Newnan Centre would like to be an extension. However, the project has been repeatedly delayed. Director Moore stated the City's IT director is supposed to be getting her a cost for the telephone units. Chairman Avery stated if we could not go under the City's telephone system, we would have to go out to bid on our own.

ADJOURNMENT

Motion by Member Bowen, and seconded by Member Hallman, to adjourn the meeting at 7:20 p.m.

MOTION CARRIED. (5 – 0)

Submitted by:



Carol L. Moore, CFE; Executive Director



Parks Avery, Jr.; NCCA Chairman



Newnan Convention Center Authority

AGENDA

September 20, 2012 6:30 p.m.
City Hall Council Chambers

- Approval of Minutes – August 16, 2012 Chairman Avery
- Construction Update Chairman Avery
- FY13 Budget Director Moore
- Executive Director Report Director Moore
- Old Business Chairman Avery
- New Business Chairman Avery
- Adjourn

