

MAY 9, 1990

The Manatee County Convention and Civic Center Authority met in REGULAR SESSION at the Civic Center, Palmetto, Florida, Wednesday, May 9, 1990, at 5:30 p.m.

**Present were Members:**

Russell A. McInerney, Chairman  
P. Allen Schofield, Vice-Chairman  
Donald Brittain

**Absent were Members:**

Eugene Wiseman  
Terri Kiel

Two seats are vacant. The Chairman stated that according to the By-Laws a quorum is present.

**Also present were:**

John Graham, Director  
Wanda McBrearty, Assistant Finance Director,  
representing R. B. Shore, Clerk of Circuit Court

Representatives of the various news media were present.

The meeting was called to order by Chairman McInerney.

**MINUTES**

Motion was made by Mr. Schofield, seconded by Mr. Brittain and carried unanimously, to approve the Minutes of April 11, 1990.

**DIRECTOR SEARCH - PRESS RELEASE**

Doug Jones, Public Relations, submitted a Press Release announcing the campaign to recruit a new Director.

**Discussion:** Expand recruiting committee to include County Commissioners; Authority form a screening committee; protecting the identity of the applicants, etc.

**Disposition:** Have Cliff Walters, Authority counsel, investigate when applications become public record. Discuss having Commissioners on recruiting committee at special County Commission meeting May 10, 1990.

Motion was made by Mr. Schofield, seconded by Mr. Brittain and carried unanimously, to approve the Press Release.

**DIRECTOR SEARCH - ADVERTISEMENTS**

John Graham, Director, recommended advertising for a new Director in the "IAAM Newsletter" and "Amusement Business". He stated that at the IAAM Conference in July there will be a placement office to review resumes.

Mr. Jones was directed to work with Mr. Graham to prepare an advertisement for Authority approval.

**MISSION STATEMENT**

Mr. McInerney submitted a Purpose/Mission Statement to be discussed with the County Commission at a meeting May 10, 1990.

"The Manatee Convention and Civic Center is a public building, supported in part by public funds. It is a multi-purpose event complex designed for the holding of conventions, trade shows, banquets, social functions, public meetings, entertainment and other social activities. Its purpose is to meet the needs of the citizens of Manatee County.

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(Cont'd)

It is the responsibility of the Authority to direct and manage the facility to attain these goals. To accomplish this they must give the Director firm direction along with the responsibility and authority to carry out these directions."

PERSONNEL - MARKETING POSITION

Mr. McInerney suggested that upgrading of the marketing position also be discussed with the County Commission.

Qualifications discussed were convention/hotel/catering/sales meeting/trade show experience/contacts with major corporations/local contacts.

Discussion: Pay range \$35,000-\$45,000; job description; concept to market rental of the Center; travel; title of Marketing/Sales Manager; advertising for the position; no funds budgeted for position, etc.

Kent Chetlain, County Commissioner, questioned if there had been an analysis of the position.

LIABILITY INSURANCE

Mr. McInerney recommended that the Center absorb the cost of liability insurance required for events (\$31.25 for less than 100 people; \$125 100+). The cost for the last eighteen months was \$7,500.

Discussion: More events would be booked; economies of scale; discuss with County Commission; trial period not feasible; get opinion of all Authority members, etc.

COUNTY COMMISSION MEETING

Mr. McInerney stated that at the May 8, 1990 Board of County Commissioners meeting he requested an opportunity to respond to recent comments by former Authority members (made 5/1/90). A special meeting of the County Commission was called for 4:00 p.m. May 10, 1990.

AUDIT

Mr. McInerney stated that all fourteen points of the recent audit performed by the Clerk of Circuit Court have been or are being addressed/corrected.

FOOD SERVICE

In response to questions, Mr. Graham stated that food festivals are held at the Center, wherein outside entities provide booths and the concession stands are not opened. A fee may or may not be charged. If food is not integral to the event, concessions are opened.

Discussion: Charging rent for events; committee to approve fee waivers/discounts; fee for using parking lot; Seafood Fest not charged rent for using Barcarrota Boulevard; review rate structure, etc.

Disposition: Develop policy for review.

BILL FOR PAYMENT

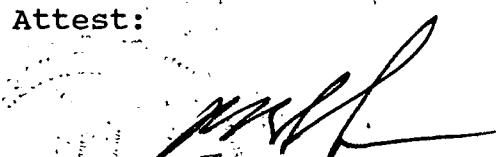
Motion was made by Mr. Schofield, seconded by Mr. Brittain and carried unanimously, to approve payment of \$6,197.32 to Douglas L. Jones Advertising and PR Services.

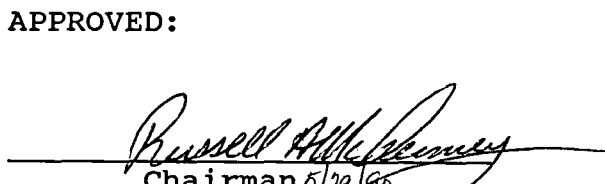
MEETING ADJOURNED

There being no further business, the meeting was adjourned.

Attest:

APPROVED:

  
Clerk

  
Chairman 5/29/90

Adj: 6:55 p.m.  
/sgf