

MAY 29, 1990

The Manatee County Convention and Civic Center Authority met in REGULAR SESSION at the Convention and Civic Center, Palmetto, Florida, Tuesday, May 29, 1990, at 5:27 p.m.

Present were Members:

Russell A. McInerney, Chairman
P. Allen Schofield, Vice-Chairman
Donald Brittain
Terri Kiel
Ron Jarvis

Absent was Member: Eugene Wiseman

One seat was vacant.

Also present were:

John Graham, Director
Peggy Curtin, Accountant,
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

Upon discussion, minutes for approval dated April 25, 1990, were deferred until next regular meeting.

Motion was made by Mr. Brittain, seconded by Mr. Schofield and carried unanimously, to approve the minutes of May 2, 1990.

Motion was made by Mr. Schofield, seconded by Ms. Kiel and carried unanimously, to approve the minutes of May 7, 1990.

Motion was made by Mr. Schofield, seconded by Mr. Brittain and carried unanimously, to approve the minutes of May 9, 1990.

FINANCIAL REPORT

The Financial Report was continued to next regular meeting.

CONSENT AGENDA

Motion was made by Mr. Schofield, seconded by Mr. Brittain and carried unanimously, to approve the Consent Agenda. Items approved:

FPL - March	\$8,232.08
Hawn/Amex - Lawn maintenance fee for April	1,568.50
Clerk of Circuit Court 1989-90 Accounting Services (1/2 indirect cost)	5,412.00
Air & Energy - Replace AC No. 5 in electrical room	1,358.00
SYSCO Food Services - Assorted foods	1,078.43
Helping Hands Temp. Service - Temporary help in kitchen (2/5-3/10 Valentine Pops)	2,521.80
Helping Hands Temp. Service - Temporary help in kitchen (3/5-3/10 ARMC0 Reunion)	1,276.20
Blevins Concessions Supply - 2 popcorn poppers	1,500.00

Discussion: Air and Energy; Clerk's accounting service charge; etc.

UTILIZATION

John Graham, Director, reviewed the Utilization Report for April 1990.

Discussion: Small attendance for Sertoma luncheon; community service; types of revenues generated (to be placed in gross amounts for next report); Manatee Community College graduation (Director to contact).

COMMITTEE FOR ELECTIONS

Mr. McInerney stated elections for Chairman/Vice-Chairman will be held in near future and suggested establishment of committee for elections.

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Discussion: Elected positions effective November 1; appointments of Ms. Kiel and Mr. Jarvis are temporary.

The Chairman appointed Mr. Schofield, Mr. Brittain and Mr. Wiseman to serve as the Elections Committee and direction was given to the Committee to submit recommendations/nominations for the next meeting.

INDEMNIFICATION OF AUTHORITY MEMBERS; ANTI-NEPOTISM

In response to request for legal opinion regarding draft resolution pertaining to indemnification of Authority members, etc., Cliff Walters, legal counsel, noted (memo 5/23/90) that the enabling legislation states the Authority shall sue and be sued under the name of Manatee County Civic Center Authority and it is not proper to sue individual members of Authority as parties. The Attorney General's Office states there is no statutory or judicial authority granting the Civic Center Authority power to draft such a resolution. Mr. Walters recommended the Authority address these issues with the County.

Regarding an amendment of the By-laws to include "present members or any past members", the enabling legislation does not give the Authority the power to limit the County Commission selection. He stated anti-nepotism statutory limitations are placed on the County Commissions' power of appointment but noted the Commissioners have the power to appoint relatives of Authority members to the Authority. Mr. Walters recommended that if such limitation is desired, it be submitted to the County Commission as a suggested policy statement.

Discussion: Contracts over \$5,000; Cliff Walter's service contract as Center's attorney; consider more active interest in the appointees to the Authority at time of appointment and meet with Commissioners.

Disposition: Mr. Schofield directed to meet with Mr. Walters to confirm recommendation regarding indemnification and report back; Mr. Graham to prepare draft proposal recommending limitations regarding appointment of relatives and report back prior to submittal to Board.

AUDIO-VISUAL EQUIPMENT

The presentation of audio-visual equipment by Matrix was deferred to next meeting.

PREVENTIVE MAINTENANCE

Mike Black, Maintenance Supervisor, gave a brief report as to the major concerns involved in Preventive Maintenance:

1. HVAC System
2. Movable Seating in Center Hall
3. Marquee
4. Operable Wall in Center Hall
5. Miscellaneous Equipment (electrical, Center truck; etc.)
6. Drain System in kitchen and concession stand.
7. Lift Station

Discussion: If any time frame is involved for seating and marquee, air conditioning, etc.; air conditioning is checked on a six-month basis; completing the preventive maintenance with only part-time staff; if air conditioner is under warranty.

Mr. Black stated that APG Electric is interested in presenting a lease package to the Authority regarding the lighting system.

Discussion: Problems with the lighting system in Center Hall; lightning strikes and power surges damaging the system due to lack of protection, such as surge suppressors; portion of proposal with APG Electric includes surge/lightning protection.

Mr. Black gave an update on replacement of tracking and operable wall. He stated that Panelfold, company that installed the wall in Center Hall, has stated that the track, dolly system, etc., were defective. They have offered to replace those items at no cost but not the drywall (approximately \$10,000) which would have to be removed.

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Discussion: Investigate cost of surge suppression; air conditioning system; surge protection is major concern due to summer storms.

Disposition: Mr. Black was directed to acquire bids in Bradenton/Sarasota area to install drywall and contact APG Electric to present lease package for surge protection and report back at next meeting.

PUBLIC RELATIONS UPDATE

Doug Jones, Advertising & Public Relations (PR) Service, gave a progress report for the Center (1/1/90-5/31/90). He addressed purpose of Guild; logo designs; video presentation; PR to other clubs/groups; advertising/promotion; management/staff meetings; audit; etc.

Discussion: Statements from press regarding the Center's financial status (i.e., Center expected to lose \$500,000); negative articles; schedule meeting with editors of local newspapers; etc.

Recess/Reconvene. All members present except Mr. Wiseman.

Dale McGrew, President, Manatee Civic Center Guild, gave a brief presentation regarding the status of the Guild and reported the Guild is in the process of generating funds for the Center.

Mr. Jones suggested the Authority meet with the Guild in order to become aware of the Guild's purpose, etc., and that an Authority member be appointed as a liaison to attend the Guild meetings.

Discussion: How donations are set up in the Guild; if a percentage is deductible against Federal income tax; structure of Guild management; Guild is governed by a Board of Directors elected from the membership.

TOURIST DEVELOPMENT COUNCIL

Ms. Kiel announced that the Tourist Development Council will hear presentations for fund applications (6/4/90), allowing ten minutes per presentation. The Center's presentation will begin at 10:20 a.m.

MEETING ROOMS

The Chairman addressed a newspaper article which stated that the County is considering opening most government meeting rooms, at no charge, to non-profit agencies for community benefit. The Commissioners have directed staff members to contact Civic Center officials about utilizing the rooms for non-profit agency meetings.

Discussion: Room rental costs; liability insurance; building is covered under County's self-insurance program; insurance costs; insurance for catering private parties; controllable costs for food, labor and liquor; internal controls; losing profit with small banquets; Center's rental costs are less than most hotel rates.

Mr. Jarvis suggested a consulting firm check the Center's inventory control systems to project guidelines for pricing and accounting, etc.

Motion - Withdrawn

Motion was made by Mr. Schofield and seconded by Ms. Kiel to discontinue charging groups for insurance.

Discussion: Include insurance protection as incentive for service clubs; discontinue charge only to non-profit groups, commercial events, etc.; establish guidelines; distinguish groups not to charged starting with local non-profit groups and private parties.

After discussion, the motion was withdrawn.

Motion - Liability Insurance

Motion was made by Mr. Schofield and seconded by Mr. Brittain to discontinue liability insurance charges for local non-profit groups, wedding receptions and private parties, etc.

Discussion: Only require commercial events to pay insurance; present rate structure is set up to make the facility non-competitive and

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impractical to use as a marketing area; comparable rates.
 (Depart Ms. Kiel)
 Motion carried unanimously.

RESTAURANT CONSULTING FIRMS

Direction was given to the Director to research costs of two to three independent restaurant consulting firms to undertake an operational review of the Center's food service in order to project certain guidelines to be used for pricing on food service, room rentals, etc.

(Depart Mr. McInerney; Mr. Schofield presiding)

EXECUTIVE DIRECTOR & SALES AND MARKETING POSITIONS

Mr. Graham submitted a draft outlining the description of the advertisement for the Executive Director position.

(Enter Mr. McInerney)

Discussion: Advertise position in two major magazines (IAAM and Amusement Business) and local newspapers; include requirements for food service; omit college degree requirement; etc.

The Chairman submitted a list "Estimated Hotel Usage" for the Center from July 1989 to April 1990.

Discussion: Advertise Sales and Marketing position; position requirements; marketing capability; local experience; salary range (\$25,000 to \$35,000); consulting firm provide salary guidelines; advertise for one week in local newspapers and place six insertions in two major magazines; costs, etc.

Disposition: The advertisement for Director be faxed to each member and the ad be placed following review.

AUDIT UPDATE

Discussion of the audit by the Clerk of Circuit Court was deferred to next meeting for Mr. Wiseman to be present.

OIL LEAKS - ROOF

The Director referred to a letter from Darrell L. Riker, Fire Marshal, North River Fire District, stating investigation of complaint regarding oil residue which dripped onto the roof indicates the amount was too small to create a fire hazard.

AUDITS

Mr. Schofield addressed concern regarding the audit of the food service and the facility as requested by the County Commission. He stated the Authority is responsible for management of the facility and should have the authority to make decisions as to what is audited.

Discussion: Confusion regarding lost money/revenues; concern regarding a document stating allegation referring to lost money; financial and management audit.

Direction was given to send a letter to County Commission requesting clarification as to type of audit requested and also clarification regarding document containing allegations of lost money/revenues.

MEETING DATES

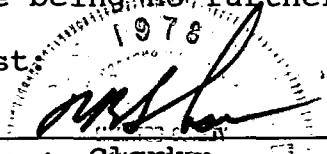
Mr. Brittain suggested changing the meeting dates to the first and third Wednesday of each month.

Disposition: Matter would be brought back at next meeting.

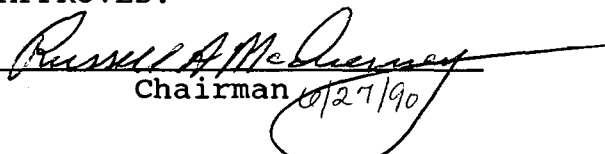
MEETING ADJOURNED

There being no further business, the meeting was adjourned.

Attest

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 Clerk
 Adj: 9:03 p.m./dmh

APPROVED:


 Chairman 6/27/90