

JULY 11, 1990

The Manatee County Convention and Civic Center Authority met in REGULAR SESSION at the Convention and Civic Center, Palmetto, Florida, Wednesday, July 11, 1990, at 5:30 p.m.

Present were Members:

Russell A. McInerney, Chairman
P. Allen Schofield, Vice-Chairman
Donald Brittain
Eugene Wiseman
Ron Jarvis
Terri Kiel entered during the meeting

One seat was vacant

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.

MATRIX AUDIO VISUAL, INC. - AUDIO VISUAL PROGRAM

A proposal by Matrix Audio Visual, Inc. regarding an audio visual program was deleted from the agenda. Matrix is preparing a new proposal.

FOOD SERVICE MANAGER - RALPH ADAMS

John Graham, Director, introduced Ralph Adams, new food service manager.

BUDGET FY 1989-90 - REVISION

Mr. Graham submitted a revised FY 1989-90 budget, which is to be reviewed by the County Financial Manager. He projected a shortfall of \$272,116. The budget was divided into Revenues, Administrative, Reimbursables, Food Service and Promotions.

(Enter Ms. Kiel)

Discussion: Suspend services for Public Relations/Doug Jones; capital improvements; presentation to County Commission; override bills for payment; line item overruns; narrative; summer staffing; cutting food service costs; food service loses money in summer months; Donzi Boat Show cancelled; suspend food service; outside catering, etc.

Mr. Jarvis recommended retaining a food/beverage manager for the alcohol and concessions sales and allow for outside caterers (on a temporary basis). Equipment could be rented to clients. Civic Center food services would be limited to concessions, alcohol, continental breakfasts and coffee/soft drinks.

Motion - Food Service

Motion was made by Mr. Schofield and seconded by Mr. Brittain to approve the recommendation of Mr. Jarvis.

Discussion: Clients may bring in food; profit on alcohol; set time limit; management company; charging caterer a percentage; provide list of caterers; present contracts; setup/teardown costs; discount for food service eliminated; fees/rates; service personnel could be paid sooner; repayment of loan for food service buyout; austerity measures.

Mr. Jarvis stated he had a possible conflict of interest, inasmuch as he has a catering service.

Voting "Aye" were Mr. Schofield, Mr. Brittain, Ms. Kiel and Mr. Wiseman. Voting "Nay" were Mr. Jarvis and Mr. McInerney. Motion carried.

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(Cont'd)

Regarding existing contracts involving food service, it was determined to allow clients to cancel the contract or hire a caterer.

(Mr. Schofield absent for a portion of discussion)

Disposition: Revised budget to be presented in two weeks.

OUTSIDE MANAGEMENT

Mr. McInerney referred to a list of companies which were mailed a Request for Information regarding an outside management contract.

Mr. Graham stated several companies had declined to bid.

CLERK OF CIRCUIT COURT AUDIT

Mr. McInerney stated that Mr. Graham provided R.B. Shore, Clerk of Circuit Court, and Richard Orienti, Internal Auditor, with information relating to the recent internal audit. The information has not yet been reviewed, however, after review the Clerk will send a letter responding to the measures addressing the 14 items in the audit.

(Depart Mr. Jarvis)

Discussion: Meeting with Clerk and auditor; review of policies developed; new labor laws; summer layoffs, etc.

(Enter Mr. Jarvis during discussion; Mr. McInerney absent for a portion of discussion, Mr. Schofield presiding)

PROJECT USA

Mr. McInerney addressed prior Authority action (6/27/90), wherein approval was given to waive Center Hall rental fees for Project USA. He requested clarification that the waiver did not include out-of-pocket expenses, concessions, etc.

Mr. Graham stated that stages will be built for the program, therefore, there will be expenses and personnel involved.

Disposition: Staffing to be paid by Project USA. Director to send letter to Project USA requesting details and advising Authority position.

BOOKING POLICIES - INTERIM

The Director requested direction as to booking small events, non-profit groups, etc.

Mr. Jarvis recommended renting rooms based on room rates and having the groups provide caterers.

Disposition: Formalize policy for next regular meetings.

WOMEN IN GOVERNMENT

The Director stated that Florida Women in Government is proposing a conference in Manatee County in April, 1991. He submitted a list of proposed costs and requested determination if further discounts should be extended.

Discussion: Austerity measures; proposal for food service; ability to provide continental breakfast and break; catering package, etc.

Motion was made by Mr. Schofield to give standard rates, delete the lunch from the food service and offer option to delete break and breakfast. Motion was seconded by Mr. Jarvis. Voting "Aye" were Mr. Schofield, Mr. Jarvis, Mr. Wiseman, Ms. Kiel and Mr. Brittain. Voting "Nay" was Mr. McInerney. Motion carried.

D'ANCA PRODUCTIONS

Mr. Graham reported on a meeting he attended with Cliff Walters, Authority counsel, and Ed Mulock, D'Anca Productions counsel, wherein a disputed bill for the George Benson Concert was discussed. Inasmuch as no agreement was reached, Mr. Walters recommended considering a lawsuit.

Disposition: Mr. Schofield to meet with Mr. Walters to discuss considering a lawsuit.

PERSONNEL - RESIGNATIONS

The Director submitted resignations of Suzanne Quick, Assistant Director, (effective 8/10/90) and Michael Coffman, Chef, (effective 7/20 or 27/90).

PERSONNEL - LAYOFF

The Director requested authorization to lay off one person.

Motion was made by Mr. Jarvis, seconded by Mr. Wiseman and carried unanimously, to authorize Mr. Graham to lay off a person, with the right to rehire within six months.

DONZI MARINE

Mr. Graham submitted a letter from Donzi Marine cancelling a boat show scheduled in August. The letter requested refund of a \$5,500 deposit.

Discussion: Non-refundable deposit; signed agreement, etc.

Motion

Motion was made by Mr. Jarvis and seconded by Mr. Wiseman, that based upon contractual arrangements, not to refund the deposit.

Discussion: Setting precedent; future boat shows, etc.

Motion - Table

Motion was made by Mr. Jarvis and seconded by Mr. Brittain to table this until Ms. Kiel can contact Donzi Marine.

Motion not to refund the deposit was withdrawn.

Motion to table carried unanimously.

(Depart Mr. McInerney, Mr. Schofield presiding)

GEORGE BENSON CONCERT

Ms. Kiel questioned why George Benson's manager was contacted by the Center after dispute over the bill to D'Anca Productions was referred to counsel. She requested the Authority work together for betterment of the Center.

(Enter Mr. McInerney during discussion)

BILLS FOR PAYMENT - OVERRIDES

The Director submitted a list of bills for payment for which overrides would be necessary.

A question was raised as to the effectiveness of the bill to Profile Publications for the Chamber of Commerce Newcomer's Guide, \$1,740.

Motion was made by Mr. Schofield, seconded by Mr. Brittain and carried unanimously, to approve the list except for Profile Publications.

PUBLIC RELATIONS - VIDEO

Doug Jones, Advertising & Public Relations Service, reported he met with Rick Carr, Pilothouse Productions, (by request of Authority 6/27/90 to control costs) regarding the video of the Center. He stated the bill was lowered \$7,000.

Mr. Jones stated he realized the need for the Center to minimize costs and that his services were on a month-to-month basis.

Motion was made by Mr. Jarvis to temporarily suspend Mr. Jones' contract until there is further need. Motion was seconded by Mr. Brittain and carried unanimously.

MEETING ADJOURNED

There being no further business, the meeting was adjourned.

Attest:

APPROVED:

Clerk

Chairman

Adj: 8:02 p.m./sgf