

The regular meeting of the Newnan Convention Center Authority was held on Thursday, January 17, 2013 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; and Teresa Lovett

Authority members absent: Vice Chairman Michael Colpoys; Treasurer Chris Hallman; Don Bowen and Theodora Stegall

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

MINUTES – REGULAR AUTHORITY MEETING – November 15, 2012

Due to lack of a quorum, a vote for approval of the minutes was tabled until the February meeting.

CONSTRUCTION UPDATE

Chairman Avery and Carol Moore met with Headley Construction, who is trying to make up lost time due to the structural and plumbing defects left by D. Dean and Associates. The exterior brickwork was scheduled to be installed this week; however, it has rained all week so this did not happen. Headley is looking to get additional bids on the project landscaping. To date, we have spent approximately \$76,000 for lighting in the parking lot, additional protection in the exterior finish to prevent damage from woodpeckers, and the compaction of the parking lot soil.

Losses incurred by the Authority from D. Dean and Associates contractual default have been compiled in a report for the surety company. The losses stem from liability and builders risk insurance, personnel, equipment storage, legal and architect fees. There is less than \$3,000,000 left in the construction account to spend. Our goal is to have funds left to carry the Centre financially through the end of the year. Motor vehicle taxes are slightly ahead of projections and hotel/motel taxes are on target as budgeted. The new Marriott Town Suites hotel to be located in Ashley Park will also add to the hotel/motel tax revenues as it is within the City limits.

The blackout curtain for the ballroom will be motorized, utilizing a remote for opening and closing. We are working with the architect to insure the structure that is needed for the curtain system is in place.

The exterior windows cannot be installed until the exterior brickwork is completed.

David Boyd has completed the 7' x 7' artwork for the lobby.

FINANCIALS

In the absence of Treasurer Hallman, Chairman Avery presented the financial report. To date, the Authority has received \$120,000 from motor vehicle and hotel/motel taxes for operation of the Centre. The largest expense is Personnel and Benefits. There is \$12,000 in assets and \$8,000 in net income. There are no operating revenues at this time.

Bartlett and Barnett, CPAs, PC, have reviewed the financials for the quarter ending December 31, 2012 and a report has been given to the City, as per our agreement.

Due to lack of a quorum, a vote for approval of the financials was tabled until the February meeting.

BYLAWS AMENDMENT RE DEPOSITORIES

Due to lack of a quorum, a vote for approval of the bylaws amendment was tabled until the February meeting.

EXECUTIVE DIRECTOR REPORT

Staging and Dance Floor RFP

The staging and dance floor Request for Proposal submittals were received. Although PS Furniture was slightly less expensive than SICO on the dance floor, Director Moore recommended going with SICO's product as the floor panels are 4' x 4' versus PS Furniture 3' x 3' floor panels. The larger panels will require less storage space. Also, StageRight's bid did not meet specifications for the staging due to having loose parts and the connectivity of the units not being stable. Therefore, Director Moore recommended SICO as the vendor to provide both the dance floor and staging.

Due to lack of a quorum, a vote for approval of the Staging and Dance Floor RFP was tabled until the February meeting.

Operations Manager

The operations manager position is being advertised in the Newnan Times-Herald on Sunday, January 13th and Sunday, January 20th. The position would start approximately one month prior to the building being turned over to us. If no qualified candidates are found in the resumes received, a broader reach outside of the Newnan area will occur.

Landscape RFP

The landscape RFP is ready to be sent out. However, after a discussion with Architect Bob Rasche, it was determined we should send the RFP out once the landscaping was installed. A mandatory site walk through will be required for all bidders.

Cleaning and Set-Up RFP

The Cleaning and Set up RFP has been sent out with responses due back on Tuesday, January 22nd. This RFP was sent to janitorial cleaning services as well as temporary staffing agencies.

Advertising

We placed an ad in the Newnan Times-Herald Wedding Planner Guide. A copy of the ad was distributed for review. Director Moore mentioned we should consider advertising our grand opening in the Coweta Shopper as it reached all the households in Newnan and Coweta County.

Telephone System

We ordered telephone equipment through Stormwood Technologies, the City of Newnan's new telephone provider. We will be an extension off of the City's phone system, which will keep monthly charges to a minimum.

Signage

A signage plan is being developed for the interior of the Centre. The exterior signage for the Centre will need to be determined after it is known what will happen with the second entrance into the Centre.

Caterease Training

An industry colleague that is the director of the Valdosta Conference Center has contracted with Caterease to train his staff on the software. He graciously invited Carol Moore to join in the training since we are utilizing the same software. Director Moore will be attending this training in Valdosta on Tuesday, January 22nd and Wednesday, January 23rd.

Grand Opening Committee

A Grand Opening Committee has been formed and consists of Martha Ann Parks, Teresa Lovett, Don Nixon, Gina Snider and Carol Moore. Director Moore asked Teresa Lovett to update the Board on the first meeting.

Mrs. Lovett stated we would have a public grand opening for citizens to tour the Centre. It was discussed that we might have a dance group dancing in one area of the ballroom and other activities in other areas for guests to see. It was thought the date of the grand opening would be better on a week night from 5:00 to 8:00 p.m. as most people were so busy on Saturday's with activities. Light refreshments would be served.

OLD BUSINESS

There was no old business for discussion.

NEW BUSINESS

Chairman Avery asked Director Moore to request the City Landscape Architect, Mike Furbush, attend the February Board Meeting to update the Board on the Passive Walking Trail Project around the complex.

There being no further business, the meeting adjourned at 7:12 p.m.

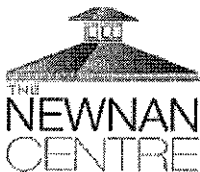
Submitted by:



Carol L. Moore, CFE; Executive Director



Parks Avery, Jr.; NCCA Chairman



Newnan Convention Center Authority

AGENDA

January 17, 2013 6:30 p.m.
City Hall Council Chambers

- Approval of Minutes – November 15, 2012 Chairman Avery
- Construction Update Chairman Avery
- Financials – Year End Chairman Avery
- Bylaws Amendment re Depositories Chairman Avery
- Executive Director Report Director Moore
- Old Business Chairman Avery
- New Business Chairman Avery
- Next Meeting – Thursday, February 21, 2013
- Adjourn

<i>ITEM DESCRIPTION</i>	<i>VOTE</i>
November 15, 2012	*
Year-End Financials for period ending December 31, 2012	*
Staging and Dance Floor Bid Award to SICO	*
Bylaws Amendment Change Regarding Depositories	*
Next Meeting	
February 21, 2013 at 6:30 p.m. in City Hall Council Chambers	

*No action taken due to a lack of a quorum