
The regular meeting of the Newnan Convention Center Authority was held on Thursday, February 21, 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.; Vice-Chair Mike Colpoys; Secretary Cathy Sandlin; Treasurer Chris Hallman, Don Bowen, Teresa Lovett and Theodora Stegall

Authority members absent: None

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

MINUTES – REGULAR AUTHORITY MEETINGS – November 15, 2012 and January 13, 2013

Motion by Member Bowen, seconded by Secretary Sandlin, to dispense with the reading of the minutes of the Authority meetings for November 15, 2012 and January 13, 2013 and adopt them as presented.

MOTION CARRIED. (7 - 0)

CONSTRUCTION UPDATE

A meeting was held between Headley Construction, Architect Bob Rasche, City Manager Cleatus Phillips, Chairman Parks Avery, Jr. and Executive Director Carol Moore to discuss construction progress. Most of the drywall is installed. The windows are not in as of yet, but are expected to be installed the second week of March. The facility is expected to be dried in within two and ½ weeks. The masons are installing the brickwork and have completed the west side, the curtain wall and are about to complete the columns and brick on the front of the facility. The masons have begun to brick the Pavilion side wall. The masonry workers have been working the weekends. The concrete walkway between the facility and the Performing Arts Centre has been poured and the steel for the Pavilion will be erected next week. The trees for the site will be picked out next week. The kitchen vendor will install the vent hood and walk-in cooler next week. The millwork will begin the first week of April with light fixtures and the remaining kitchen equipment installed by mid-May. The flooring will be installed near completion of the facility.

There has been a change order signed to add additional metal material behind the EFIS to protect the exterior from damage by woodpeckers.

Headley Construction experienced challenges with the landscape contractor and rebid the project. Estes Landscape has been selected to install the landscaping on site.

We have furniture and kitchen equipment in storage and are holding off on the delivery of tables, chairs and other equipment.

CONSTRUCTION UPDATE CONTINUED

Chairman Avery encouraged the Board Members to go by the site and ask for Alan for a tour of the facility.

As an aside, Chairman Avery stated the City of Newnan had sent out an RFQ to vendors for the design of a second entrance into the site.

IAVM

Chairman Avery informed the Board of Executive Director Moore's nomination as second Vice-Chair of the International Association of Venue Managers. He wrote a letter to IAVM in support of Director Moore's nomination. If selected, Director Moore will move through the ranks to Chairman of IAVM, which is a commitment in time.

FUTURE STAFF

Executive Director Moore stated an RFP had been issued for cleaning and set-up services for the Centre. Numerous responses were received and the recommendation was to contract with Future Staff. Prior to the proposal, the sales representative visited to learn what expectations were for the proposal. Director Moore informed her customer service was critical as was appearance with staff required to dress in black slacks and white shirt. While Future Staff was not the least expensive responder, the quality of staff from Future Staff was appealing. Director Moore prepared a Memorandum of Understanding with Future Staff, which has been executed. An insurance certificate naming the Newnan Convention Center Authority and City of Newnan as additional insureds' has been received.

EXECUTIVE DIRECTOR REPORT

On Sunday, March 3rd we will exhibit at Occasions Expo held at the Georgia World Congress Center. This Expo covers all social activity types, such as wedding receptions, bar and bat mitzvahs, corporate parties, etc.

The *Newnan Times-Herald* Bridal Planner Guide was passed around to show the Centre's ad.

An RFP for Landscape Maintenance Services has been issued with a February 26, 2013 response date.

OLD BUSINESS

Staging and Dance Floor Bid

Two bidders responded on the staging – StageRight and SICO. StageRight units do not meet specifications due to there being no center cross bar, which stabilizes the units from moving apart during use. Also, StageRight has moving parts that will break. The SICO units do not have these issues. In addition, the SICO units have three height levels, whereas the StageRight units have only two height levels.

Two bidders were received for the dance floor -- PS Furniture and SICO. PS Furniture bid 3'x3' panels, which will require more storage space than the specified 4'x4' panels.

OLD BUSINESS CONTINUED

Director Moore recommended that SICO be awarded the dance floor and staging bid.

Motion by Secretary Sandlin, seconded by Member Bowen, to award SICO the bid for the staging and dance floor.

MOTION CARRIED. (7 - 0)

Financials

Treasurer Hallman presented the year-end financial report. 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. To date, the Authority has received \$120,000 from hotel/motel and motor vehicle rental taxes from the City of Newnan for operation of the Centre. Total Operating Expenses are \$112,007, leaving a net income of \$7,997. Total assets are \$12,434 with current liabilities of \$4,437.

Chairman Avery pointed out the \$12,434 in assets were dwindling. City Attorney Brad Sears is presenting the losses incurred to the surety company soon. There is nothing controversial in the submittal as the surety company has been kept apprised of the defects with the project from D. Dean Construction. Hopefully, the surety company will submit a check soon to finalize the project. However, the surety company still has liability with any other issues that may arise as the project continues to completion.

As per our agreement with the City of Newnan, the City's auditors will audit the Centre's financial records. Katrina Cline, City Finance Officer, requested and received documents to provide the auditors.

Motion made by Member Bowen, and seconded by Vice-Chair Colpoys, to accept the financials as presented.

MOTION CARRIED. (7 - 0)

BYLAWS AMENDMENT

An amendment to the bylaws is necessary to update Article VI, Depositories, Section 2, Execution of Notes, Drafts and Checks to reflect the actual policy in this regard. The change gives the Executive Director authority to sign checks not exceeding \$1,000 and checks \$1,001 and above to be signed by the Executive Director and one authorized Board Member.

Motion was made by Member Bowen, and seconded by Secretary Sandlin, to accept the Bylaws Amendment as written.

MOTION CARRIED. (7 - 0)

MOTION FOR EXECUTIVE SESSION

Motion was made by Treasurer Hallman, and seconded by Secretary Sandlin, that we now enter into closed session as allowed by O.C.G.A. §50-14-4 and pursuant to advice by the City Attorney, for the purpose of discussing personnel matters and that we, in open session, adopt a resolution authorizing and directing the Chairman or presiding officer, to execute an affidavit in compliance with O.C.G.A. §50-14-4, and that this body ratify the actions of Newnan Convention Center Authority taken in closed session and confirm that the subject matters of the closed session were within exceptions permitted by the open meetings law at 7:20 p.m.

MOTION CARRIED. (7 - 0)

EXECUTIVE SESSION

Discussion was held on personnel matters.

Motion made by Vice-Chair Colpoys, and seconded by Member Stegall, to adjourn the executive session at 7:35 p.m.

MOTION CARRIED. (7 - 0)

CHAIRMAN'S AFFIDAVIT FOR EXECUTIVE SESSION

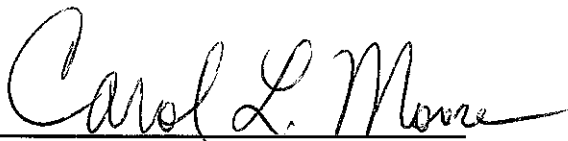
NCCA Board Members authorize the Chairman to execute the affidavit stating that the subject matter of the closed portion of the Board meeting was within the exceptions provided by O.C.G.A. §50-14-4(b).

ADJOURNMENT

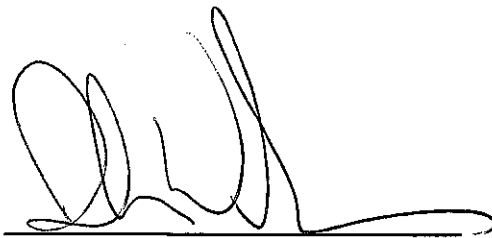
Motion by Member Lovett, and seconded by Vice-Chair Colpoys, to adjourn the meeting at 7:40 p.m.

MOTION CARRIED. (7 - 0)

Submitted by:



Carol L. Moore, CFE; Executive Director



Parks Avery, Jr.; NCCA Chairman



Newnan Convention Center Authority

AGENDA

February 21, 2013 6:30 p.m.
City Hall Council Chambers

- Approval of Minutes – Nov. 15, 2012 & Jan. 13, 2013 Chairman Avery
- Construction Update Chairman Avery
- International Association of Assembly Managers – 2nd Vice Chair Nomination Chairman Avery
- Future Staff MOU – Cleaning and Set-up Services Director Moore
- Executive Director Report Director Moore
- Old Business Chairman Avery
 - Staging and Dance Floor Bid Director Moore
 - Financials – Year End Treasurer Hallman
 - Bylaws Amendment re Depositories Chairman Avery
- New Business Chairman Avery
- Next Meeting – Thursday, March 21, 2013
- Adjourn

<i>ITEM DESCRIPTION</i>	<i>*VOTE</i>
November 15, 2012 and January 17, 2013 Minutes	Approved
Year-End Financials for period ending December 31, 2012	Approved
Staging and Dance Floor Bid Award to SICO	Approved
Bylaws Amendment Change Regarding Depositories	Approved
March 21, 2013 at 6:30 p.m. in City Hall Council Chambers	