



Newnan Convention Center Authority

AGENDA

May 24, 2012

City Hall Conference Room

- Approval of April 19, 2012 Minutes Vice Chairman Colpoys
- Construction Update Director Carol Moore
- Insurance Offering Director Carol Moore
- Executive Director Report Director Carol Moore
- Old Business Vice Chairman Colpoys
- New Business Vice Chairman Colpoys

May 24, 2012 NEWMAN CONVENTION CENTER AUTHORITY MEETING SUMMARY

<i>ITEM DESCRIPTION</i>	<i>*VOTE</i>
Minutes – 4/19/12 - Regular Meeting	Approved
Construction Project Update – Bids were due today to the Surety Company by contractors bidding to finish the project.	
Executive Director Report – GACCE Proposal; Marketing Plan; Personnel Manual; Speaking Engagement; Equipment Purchases	Approved
Selection of MTS Chair	
Old Business – Authority Member Hallman to assist Authority Members Lovett and Sandlin with their Newman Centre email accounts	
New Business – None, except as covered in the Executive Director's Report	
Next Meeting	
June 21, 2012 6:30 p.m. in City Hall Council Chambers	

The regular meeting of the Newnan Convention Center Authority was held on Thursday, May 24, 2012 at 6:30 p.m. in the Richard A. Bolin Council Chambers of City Hall, Newnan, Georgia with Vice Chairman Michael Colpoys presiding. This meeting date was changed from May 17, 2012 to May 24, 2012.

CALL TO ORDER

Vice Chairman Colpoys called the meeting to order.

PRESENT

Authority members present: Vice Chairman Michael Colpoys; Cathy Sandlin; Teresa Lovett, and Theodora Stegall. Authority members absent: Chairman Parks Avery, Jr., and Chris Hallman. Also present were: Executive Director, Carol Moore, and Attorney Clay Hudson.

MINUTES – REGULAR AUTHORITY MEETING – APRIL 19, 2012

Motion by Member Lovett, seconded by Member Sandlin to dispense with the reading of the minutes of the Authority meeting for April 19, 2012 and adopt them as presented.

MOTION CARRIED. (4 - 0)

CONSTRUCTION UPDATE

Executive Director Moore stated bids were due today to the Surety Company on the rebidding of the project. A bond is required from the successful respondent. The Authority does not have a say in the selection of the new contractor. However, the Authority does have a right to veto D. Dean and Associates, the former contractor, if the Surety Company proposes to give the project to them. It is hoped the selected contractor, project cost and timeline for completion will be known next week.

EXECUTIVE DIRECTOR REPORT

GACCE Proposal:

Executive Director Moore stated a proposal was submitted to the Georgia Association of Chamber of Commerce Executives for a Staff Clinic Conference in March 2013 and a Leadership Conference in November 2013. The Staff Clinic Conference would require 80 room nights per day for two nights and the Leadership Conference would require 60 room nights for one night. This Conference would be a great opportunity to showcase the Newnan Centre as well as the Newnan Community and assist in our mission to generate economic impact for our City.

Marketing Plan:

Executive Director Moore reviewed the marketing plan for the Newnan Centre. The Newnan Centre's market is the SMERF market, an acronym for social, military, education, religious and fraternal groups.

As the Centre nears completion, hard hat site tours with potential clients will commence. A collateral piece will be developed once photographs of the Newnan Centre can be obtained for inclusion. The website is being enhanced by adding pages for such topics as "Facility Information," Capacities and Rental Fees," "Contact Us," etc. The website needs to function as a useful tool to potential clients searching for rental space. Advertising is a key component to our awareness campaign and advertisement is scheduled for AtlantaBridal.com, Occasions Magazine and potentially Perfect Wedding Guide. A direct mail campaign is also being considered to area companies to generate weekday business. An exhibit booth will be purchased to utilize at tradeshow to promote the Newnan Centre and community.

Personnel Manual:

A personnel manual is being developed in preparation for our first employee. The manual will be presented to the Authority in draft form for approval at a later date.

Alcoholic Beverage Services RFP:

A Request for Proposal (RFP) has been created for alcoholic beverage services for the Newnan Centre. The draft has been approved by City Attorney Brad Sears and Attorney Clay Hudson. This RFP will go out to area restaurants and other companies in Atlanta for responses. The selected company for alcoholic beverage services will have the exclusive rights to sell and serve alcohol at the Newnan Centre. Vice Chairman Colpoys asked why exclusive versus allowing each caterer to furnish alcohol. An exclusive agreement with one vendor is more advantageous to the Authority in that we have better control over management of those services, there is no confusion with clients over whom to select and revenues will typically be stronger with one provider. Executive Director Moore did state it might be a challenge to get responses as the Centre has no history showing previous sales volume. This RFP will go out soon as it will take some time for the selected vendor to get permits and licenses.

Speaking Engagement:

Executive Director Moore is speaking to the Kiwanis on June 28th and asked Authority Members to let her know if there were other civic or community organizations at which she could speak.

Equipment:

Executive Director Moore has been obtaining pricing on equipment needed to operate the Newnan Centre. The pricing of the tables, chairs and furnishings and other necessary equipment has been given to Chairman Avery for budgeting purposes.

A comparison of two chairs which were bid was shown to the Authority Members for review and selection. The Mity-Lite chair is made in China and the speed chair is made in the USA by MTS. There is a price difference in the bid of approximately \$13,000. The Authority Members reviewed the two chairs in terms of quality.

Motion was made by Member Lovett and seconded by Member Sandlin to purchase the MTS chair due to quality and it being manufactured in the USA.

MOTION CARRIED. (4 - 0)

OLD BUSINESS

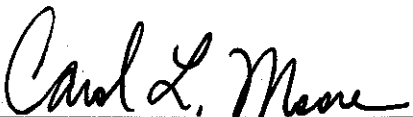
Authority Member Hallman was going to assist Members Lovett and Sandlin in the operation of their Newnan Centre email accounts. Executive Director Moore will call Member Hallman to remind him of this request.

NEW BUSINESS

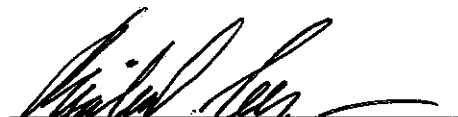
There was no new business to bring before the Authority.

ADJOURNMENT

Motion by Authority Member Stegall and seconded by Authority Member Lovett to adjourn the meeting at 7:05 p.m.



Carol L. Moore, CFE; Executive Director



Michael Colpoys; NCCA Vice Chairman