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The regular meeting of the Newnan Convention Center Authority was held on Thursday, June 21, 2012 at 6:30 p.m. in the Richard A. Bolin Council Chambers of City Hall, Newnan, Georgia with Chairman Parks Avery presiding.

**CALL TO ORDER**

Chairman Avert called the meeting to order.

**PRESENT**

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

**MINUTES – REGULAR AUTHORITY MEETING – May 24, 2012**

Motion by Member Lovett, seconded by Member Sandlin, to dispense with the reading of the minutes of the Authority meeting for May 24, 2012 and adopt them as presented.

MOTION CARRIED. (6 - 0)

**CONSTRUCTION UPDATE**

Chairman Avery stated he is expecting a settlement offer from the Surety Company. The apparent low bidder, Headley Construction, and the Surety Company are in discussions regarding the noted exceptions in the bid. Headley Construction bid 205 days to complete the project, which places completion at the end of February. Once the settlement offer is received from the Surety Company, a meeting will be held with Chairman Parks Avery, City Manager Cleatus Philliips and City Attorney Brad Sears. Architect Bob Rasche will review the agreement for technical information. Once everyone is in agreement with the settlement offer, the Surety Company will turnover the contractor's bid to the City of Newnan for them to enter into a contract. There will be a new bond assigned to the City of Newnan and the Newnan Convention Center Authority for the project.

**FURNITURE PACKAGE**

The furniture package has been finalized with Martha Ann Parks and deposits have been made on items we did not want to incur a price increase.

**EXECUTIVE DIRECTOR REPORT**

**Alcohol RFP**

The alcohol Request for Proposals (RFP) have been sent out to prospective service providers. Responses are due back on July 17, 2012 at 10:00 a.m. Executive Director Moore stated several viable service providers had called for further information.

**Website**

As previously mentioned, the website is being updated to provide user information for rentals. In addition, the Board will be listed with their Newnan Centre email address. Each Board member's photograph will be included. If you already have a headshot that can be used, please forward to Executive Director Moore. If not, arrangements will be made to utilize a photographer the City of Newnan is using to take photographs of each Board member at the scheduled August 16, 2012 Board meeting.

**Presentations**

Executive Director Moore will be giving a presentation to the Kiwanis Club on June 28, 2012 and to the Convention and Visitors Board in August.

**Hotel/Motel Taxes Class Action Lawsuit**

Several municipalities filed a class action lawsuit against internet providers of hotel/motel rooms such as Expedia, Hotwire, Priceline.com, etc. As a result of a ruling in this lawsuit, the Newnan Convention Center Authority stands to gain additional hotel/motel tax revenues plus 7% interest, dating from May 16, 2011 to present. In addition, these revenues will be included in future hotel/motel tax collections.

**Equipment**

Executive Director Moore stated in addition to the furnishings package, which includes tables and chairs, there were other equipment items that would be necessary to operate the Newnan Centre such as risers, dance floor, table skirting, stanchions, podiums, portable bars, audio visual equipment, etc. Quotes have been received for the majority of this equipment and Chairman Avery has been provided with an estimated cost of the equipment.

**Clients**

Two previous clients of Executive Director Moore reached out to inquire about renting the Newnan Centre. One was the Woodturners Convention and the other was Bright From the Start. We are too small to accommodate the Woodturners Convention, but will book dates for Bright From the Start. Executive Director Moore asked the Board to recommend any groups or associations they are involved in to her for solicitation of business.

**Business Reply Mail**

A Business Reply Mail account has been opened at the Post Office for the Newnan Centre. Each client who utilizes the Centre will receive a letter and comment card to rank the Centre on areas of cleanliness, staff, value, etc. This Business Reply Mail account allows the Centre to pay the postage for the returned comment card.

July Board Meeting

Executive Director Moore will be out of town attending a conference during the scheduled July board meeting. Discussion was held whether to change the date or not hold a meeting. Member Sandlin made a motion to cancel the July board meeting, which was seconded by Member Colpoys.

MOTION CARRIED (6-0)

OLD BUSINESS

Member Hallman was asked to assist Members Lovett, Bowen and Sandlin in the operation of their Newnan Centre email accounts at the conclusion of the meeting.

NEW BUSINESS

Signage


Chairman Avery stated a meeting was held with Executive Director Moore and Don Nixon, manager of the Performing Arts Center, to discuss signage at the entrance to the facilities. Visibility is a concern as is placement of signage. The traffic study conducted by the City of Newnan has not been awarded at this time. Chairman Avery thought it would be good to have a presentation to the Board on the traffic study results.

Passive Walking Trail

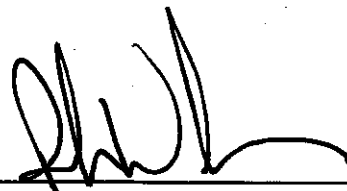
Member Bowen commented on a meeting held regarding the passive walking trail around the Performing Arts Center and the Newnan Centre. Board members Hallman and Lovett were also in attendance at this meeting as was Director Moore. Representatives of Coweta School Board and the Summergrove community were in attendance. Summergrove residents want a path to access the middle school. The discussion at the meeting was more geared to the trail being a nature trail rather than an activity trail. There was also discussion of the area having an outdoor classroom for school kids. Roberts and Company, the contractor for the project, will come back to the group with preliminary ideas for the trail.

ADJOURNMENT

Motion by Authority Member Colpoys and seconded by Authority Member Bowen to adjourn the meeting at 7:04 p.m.



Carol L. Moore, CFE; Executive Director



Parks Avery; NCCA Chairman



## **Newnan Convention Center Authority**

### **AGENDA**

**June 21, 2012**

**City Hall Conference Room**

- **Approval of May 24, 2012 Minutes** **Chairman Avery**
- **Construction Update** **Chairman Avery**
- **Executive Director Report** **Director Carol Moore**
- **Old Business** **Chairman Avery**
- **New Business** **Chairman Avery**
- **Adjourn**

**June 21, 2012 NEWMAN CONVENTION CENTER AUTHORITY MEETING SUMMARY**

<i>ITEM DESCRIPTION</i>	<i>*VOTE</i>
Minutes – 5/24/12 - Regular Meeting	Approved
Construction Project Update – Expecting a settlement offer from Surety Company; Once agreement reached, the City of Newman will enter into a contract with the selected contractor for the project	
Executive Director Report – Alcohol RFP sent out with July 17, 2012 due date for responses; website update, business reply mail for comment card program	
Cancellation of July 19, 2012 Board meeting	Approved
Old Business – Authority Member Hallman to assist Authority Members Lovett, Sandlin and Bowen with their Newman Centre email accounts	
New Business – Signage for facility entrance – working collaboratively with Don Nixon, Coweta School Performing Arts Center; Traffic study results not known – request a presentation from the City of Newman to the Board; Passive Walking Trail – meeting held to gather ideas for project that will circle the Performing Arts Center and Newman Centre	
<p align="center"><b>Next Meeting</b></p> <p align="center"><b>August 16, 2012 6:30 p.m. in City Hall Council Chambers</b></p>	