
The regular meeting of the Newnan Convention Center Authority was held on Thursday, November 15, 2012 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; Don Bowen and Teresa Lovett

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

Also present were: Executive Director, Carol Moore and City Attorney Brad Sears.

MINUTES – REGULAR AUTHORITY MEETING – September 20, 2012

Motion by Member Sandlin, seconded by Member Lovett, to dispense with the reading of the minutes of the Authority meeting for September 20, 2012 and adopt them as presented.

MOTION CARRIED. (4 - 0)

CONSTRUCTION UPDATE

Construction photographs taken by Chairman Avery were shown as discussion of construction progress ensued. Chairman Avery stated the roof on the Centre would be completed by next week. The parking lot curbing is in and the concrete pad at the loading dock is complete. Headley Construction is putting up interior walls and the portable wall joists are installed in the ceiling. The concrete footings are in for paving the walkways from the Pavilion to the Performing Arts Centre. The architect was not satisfied with the color sample of concrete that was poured; therefore, the concrete will be poured again with another color sample next week.

The trees that were purchased to line the amphitheater and the sod for that area have died. A meeting was held with City Attorney Brad Sears, City Manager Cleatus Phillips, Architect Bob Rasche and Chairman Parks Avery to discuss the latent defects and damages to submit to the surety company. The change orders that have occurred due to these defects, and paid for by the Authority, will need to be reimbursed by the surety company. The surety company is waiting on the Authority to submit our damages for consideration. The Authority hopes to have the submittal for these items to the surety company before Christmas.

The Authority did submit a change order for the parking area soil to be compacted. This is not an issue with the previous contractor and, therefore, the Authority is responsible for repairs. The soil was not good dirt and had to have rocks and matting mixed in to meet standards. This change order cost approximately \$13,000.

Chairman Avery has informed Headley Construction of the first event in the Centre on April 19, 2013.

SECOND ENTRANCE TO CENTRE

The traffic study completed for the City regarding the Centre's ingress and egress stated two entrances into the property were needed to prevent up to a 30 minute wait to exit the parking lot when there were two large events occurring at the same time. A second entrance is proposed on Lower Fayetteville Road, located near the creek going towards downtown. There is still work to be done in this regard in terms of where will the entrance go, what will it look like, etc. Once there is movement on this City project, Chairman Avery will ask the engineer to come give a report to the Authority.

PASSIVE WALKING TRAIL

A conceptual plan for a passive walking trail around the complex was shown. The plan includes a sculpture art display, nature walk and a possible link for access by Summergrove residents. Roberts and Company is the designer of the park plan. This City project is paid for by SPLOST money.

FINANCIALS

In the absence of Treasurer Hallman, Chairman Avery presented the financial report. To date, the Authority has received \$100,000 from the City for operation of the Centre. The largest expense is Personnel and Benefits. The Other Benefits line item of \$3,600 is reimbursement of moving expenses as per the Executive Director's contract. The Authority has paid \$5,514 to the City for reimbursement of liability insurance for the building and its contents. An account has been established at the post office in the amount of \$390 for a postage paid comment card returned by clients. This account will be replenished as postage used is deducted. Software was purchased which is the \$1,500 expense recorded under Supplies, Small Tools and Equipment. Bank charges are actually QuickBook charges for the processing of payroll direct deposit. The balance sheet shows \$12,657.

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

Chairman Avery gave a report on the financial status of the Authority's funds. Hotel/Motel taxes collected in 2011 was \$101,487; however, revenues are pacing ahead of budget for 2012 at \$87,181. Motor Vehicle Tax collections for 2012 are pacing slightly below budget at \$51,147. We are still waiting to hear the status of the class action lawsuit, of which the City of Newnan was a participant, against online travel companies such as Expedia, Priceline, etc. This will bring additional hotel/motel tax revenues to the Centre's budget once collected.

Headley Construction has been paid a total of \$272,548 to date on construction.

As an aside, City Attorney Sears mentioned there were several hotels in the works for Newnan, with one being in Ashley Park and the other near Belk. The additional hotels will also increase the hotel/motel tax revenues received by the Centre. Chairman Avery stated Mayor Brady, City Manager Phillips, Development Director Craven, Director Moore and himself were meeting tomorrow with a potential hotel developer who had contacted us about the site.

Motion made by Member Lovett, and seconded by Member Sandlin, to accept the financials as presented.

MOTION CARRIED. (4 – 0)

CITY USAGE AGREEMENT

A draft of an agreement between the City of Newnan and the Authority regarding City usage of the Centre was presented for consideration by Chairman Avery. Motion was made by Member Lovett, and seconded by Member Bowen, to accept the City Usage Agreement as written.

MOTION CARRIED. (4 – 0)

CHECK SIGNING POLICY

Executive Director Moore reviewed the proposed check signing policy. Checks written in amounts under \$1,000 will require only one signature and checks written over \$1,000 will require two signatures. Chairman Avery stated check signers on file at the bank are Treasurer Hallman, Vice Chairman Colpoys, Chairman Avery and Executive Director Moore.

A review of all checks written will be conducted by Treasurer Hallman in conjunction with the quarterly financial reviews.

Motion made by Member Sandlin, and seconded by Member Lovett, to accept policy as written.

MOTION CARRIED. (4 – 0)

EXECUTIVE DIRECTOR REPORT

Personnel Policies and Procedures Manual

A draft of the Personnel Policies and Procedures Manual was distributed via email for review by the Authority prior to this meeting. Executive Director Moore asked if there were any changes, additions, deletions, etc. to the document. None was presented. Motion made by Member Bowen, and seconded by Member Lovett, to accept the Personnel Policies and Procedures Manual as written.

MOTION CARRIED. (4 – 0)

Prospect List

Executive Director Moore has been making cold calls on businesses to solicit business for the Centre. A list of the businesses visited to date was included in Authority packages. Businesses were receptive to the information.

Occasions Magazine Ad

November 15, 2012

A copy of the fall issue of Occasions Magazine that included the Centre's full page ad was shown. We have received leads from this ad. We will advertise with Occasions Magazine three times per year at an estimated cost of \$6,300.

Economic Impact of Meeting Industry

An article from the Atlanta Business Chronicle regarding the economic impact of the meeting industry in the United States was included in the packet information. Executive Director Moore pointed out the meetings industry contributes \$263 billion in direct spending to the U.S. economy. Of the \$263 billion, \$151 billion is meeting planning related and \$113 billion is travel and tourism related.

The Newnan Centre will generate economic impact for the community as well with the goal of placing heads in beds.

Website

Executive Director Moore reviewed the website pages with the Authority. The goal was to make the website more user friendly and provide the information prospective clients want to know. Jonathan Melville continues to make updates to the website.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

The next scheduled meeting for the Authority is Thursday, December 20, 2012. Chairman Avery asked if there was a need to hold a December meeting as he felt there would be limited business to conduct. Other members agreed. Motion made by Chairman Avery, seconded by Member Sandlin, to cancel the December 20, 2012 meeting.

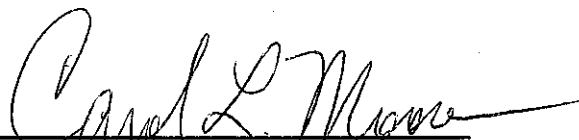
MOTION CARRIED. (4 - 0)

ADJOURNMENT

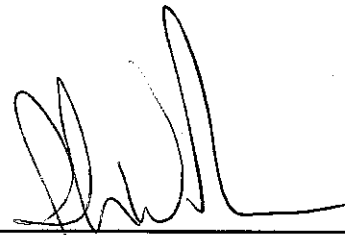
Motion by Member Bowen, and seconded by Member Sandlin, to adjourn the meeting at 7:35 p.m.

MOTION CARRIED. (4 - 0)

Submitted by:



Carol L. Moore, CFE; Executive Director



Parks Avery, Jr.; NCCA Chairman



Newnan Convention Center Authority

AGENDA

November 15, 2012 6:30 p.m.
City Hall Council Chambers

- Approval of Minutes – September 20, 2012 Chairman Avery
- Construction Update Chairman Avery
- Second Entrance to Centre Chairman Avery
- Passive Walking Trails Chairman Avery
- Financials -- July through September Chairman Avery
- City Usage Agreement Director Moore
- Policy for Check Signing Chairman Avery
- Executive Director Report Director Moore
- Old Business Chairman Avery
- New Business Chairman Avery
- Next Meeting – Thursday, December 20, 2012
- Adjourn

ITEM DESCRIPTION	VOTE
September 20, 2012 Minutes	Approved
Quarterly Financials ending October 31, 2012	Approved
City of Newnan Usage Agreement	Approved
Check Signing Policy	Approved
Personnel Policies and Procedures Manual	Approved
Cancellation of December 20, 2012 Meeting	Approved
Next Meeting	
January 17, 2013 at 6:30 p.m. in City Hall Council Chambers	