

<i>ITEM DESCRIPTION</i>	<i>*VOTE</i>
Minutes from the May 15, 2014 Meeting	Approved
Cancellation of July 17, 2014 Meeting for lack of agenda items	Approved
Next Meeting August 21, 2014	
at 6:30 p.m. in Newnan Centre	

The regular meeting of the Newnan Convention Center Authority was held on Thursday, June 19, 2014 at 6:30 p.m. in the Newnan Centre Boardroom, 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-Chairman Michael Colpoys; Members Carles Stinson and Tom Lukens

Also present were: Newnan Centre Executive Director, Carol Moore, Operations Manager Jeff Smith and Attorney Clay Hudson

MINUTES – REGULAR AUTHORITY MEETING – May 15, 2014

Motion by Viced-Chair Colpoys, and seconded by Member Lukens, to dispense with the reading of the minutes of the Authority meeting for May 15, 2014 and adopt them as presented.

MOTION CARRIED. (4 – 0)

EXECUTIVE DIRECTOR REPORT

One Year of Operation

One year of operation was celebrated. In the first year of operation we booked 51 clients who hosted 107 events with an attendance of 12,040. The number of events held in each market segment were Social – 9, Non-Profit – 21, Government – 10, Education – 17, Corporate – 25 and Religious – 25.

Sales and Marketing Report

In ongoing efforts to market the facility, we are partnering with Occasions Magazine to host a luncheon and partnering with Contemporary Catering to bring event planners to the Centre for a luncheon.

As previously discussed, July will be a very weak month in terms of sales.

We had Georgia Cyber Academy in for three days this month. They are also on the books for next April for two weeks. Within five years, all school testing is expected to be online; therefore, we will lose this revenue at that time.

Our very first client, Habitat for Humanity, is back in this month with their fundraising event.

Occupancy Report

There were 15 bookings in May with a monthly attendance of 1,738 and an occupancy rate of 15%. Year-to-date we have had 66 events with an attendance of 6,656 and an occupancy rate of 13%.

Comment Card Report

The comment cards were very complimentary regarding the facility and staff. Coweta Pregnancy was thrilled the room was all set and ready for them to do their part upon arrival.

Operations

The three benches and the carpet in the entire facility was cleaned on June 11th by Matthews Cleaning.

The commercial vacuum cleaner is in and will make quite the difference in operational efficiency.

A 50% deposit has been made on the china, glassware and flatware with all items ordered.

The auditors were in to review files for FY2013.

Estes Landscaping has placed pinestraw on all beds.

Email

The Centre's email will now be hosted through PRO Oncall Southeast. To save money, all board members email addresses will mirror the staff email addresses and end in ".com." This new email hosting should eliminate the issue of receiving inappropriate and unwanted spam mail.

Travel

Operations Manager Jeff Smith attended the Venue Management School in West Virginia May 31 – June 6, 2014. Mr. Smith commented on the value of the school and the opportunity to meet peers in the industry with the same issues you are experiencing.

Director Moore will attend the IAVM Annual Conference in Portland July 24-29, 2014.

OLD BUSINESS

Chairman Avery stated the contractor for the storage addition is behind on the work. A conversation with the contractor has taken place in regards to getting the project back on track so it can be completed. The walls are up, framing for the door is in and the insulation has been installed. The brick work and ceiling lighting is left to be completed.

The second entrance bid again came in over budget again. Chairman Avery will speak with City Public Works Director, Michael Khlar, to see how the City will proceed from here and report back at the next meeting.

NEW BUSINESS

Director Moore recommended not to have a July meeting due to a lack of agenda items. A motion was made by Member Stinson, seconded by Member Lukens, to cancel the July 17, 2014 meeting due to a lack of agenda items.

MOTION CARRIED (4 - 0)

Adjournment

Motion made by Vice-Chairman Colpoys, and seconded by Member Stinson, to adjourn the meeting at 7:04 p.m.

MOTION CARRIED. (4 - 0)

Prepared and Submitted for Review by:



Carol Moore, Executive Director
Newnan Centre

Certified and Attested by:



Teresa Lovett, Secretary
Newnan Convention Center Authority