

**FIVE POINTS AND MUNICIPAL AUDITORIUM
STEERING COMMITTEE MEETING
MINUTES
August 18, 2011
5:00 PM
CITY HALL ANNEX MULTI-PURPOSE ROOM**

Members Present: Dr. John Gaston, Mr. John Crawford, Mr. Bob Goddard, III, Mrs. Nancy Warren, Ms. Kay Harris, Mr. David Motley, Mr. Lou McClendon, Mr. Blake Ellis, Mrs. Carol Whidby, Mr. Allen Lane and Mr. Giovanni Panizzi

Ex-Officio Members Present: Ms. Kelly Lenz and Mrs. Mary Culbreth

Staff Present: Mr. Pat Collins, Ms. Debra Miller, Mr. Matt Martin, Ms. Mara Register

I. Call to Order

Bob Goddard, III, Steering Committee Chairman, called the meeting to order. He welcomed Mr. Allen Lane to the meeting and explained that he is one of the appointees serving on behalf of Lowndes County. Mr. Lane introduced himself and expressed his appreciation for his appointment and that the group had already made him feel very welcome.

II. Approval of Minutes

a. Bob Goddard advised that the minutes for the June 20, 2011 meeting had been sent out prior to the meeting and asked the Committee to complete their review at this time. Kay Harris motioned to approve the minutes as presented from the June 10, 2011 meeting and Nancy Warren seconded the motion. Bob Goddard asked for discussion and there was no further discussion. **Motion carried unanimously.**

b. Bob Goddard again advised that the minutes for the July 13, 2011 meeting had been sent out prior to the meeting and asked the Committee to complete their review at this time. David Motley made a motion to approve the minutes as presented from the July 13, 2011 meeting and John Crawford seconded the motion. Bob Goddard asked for discussion and there was no further discussion. **Motion carried unanimously.**

III. Request for Time to Speak to the Committee by Mr. Blake Ellis

Blake Ellis advised the Committee that due to a potential conflict of interest because of his former association with a local architectural firm that he was tendering his resignation from the Committee. He expressed his appreciation to the City for his appointment and he had hoped to contribute to the process, but it had become apparent that his involvement in the Committee might hinder any opportunities for his previous firm to compete fairly during the Request for Qualification process. The letter of resignation is attached to the minutes.

Bob Goddard asked Mara Register to explain to the Committee the process to fill the vacancy created due to Blake Ellis' resignation. Ms. Register advised that there were two alternates, Mrs. Jennifer Powell and Mr. Michael Thomas that were appointed at the time the Mayor and Council made the City appointments to the Steering Committee. She would prepare an agenda item for the Mayor and Council meeting on August 25th requesting an appointment from the two alternates to the Steering Committee. Bob Goddard asked if there were any questions from the Committee and there were none.

IV. User Group Presentations

Bob Goddard explained that several groups had signed up to make presentations to the Steering Committee regarding the use of Mathis and their requests pertaining to the amenities in the proposed facility. The following individuals made presentations during the Committee meeting:

a. Allison Shenton made a presentation on behalf of Dance Arts, Inc. and the other dance teachers in the community. She had the following recommendations for the new facility:

- *Dressing rooms should be on the same level as the stage
- *A speaker system is needed in the dressing rooms during live performances – “live feed”
- *A sprung stage floor is needed for dance recitals as this helps to prevent injuries
- *Multiple dressing rooms are needed for females to separate the different age groups. Only one is needed for the male dancers
- *Need to separate uses, i.e., bathrooms, concessions, lobby, etc., in order to cut down on congestion
- *A separate hallway running parallel to the audience is needed
- *A nice loading dock is needed

Ms. Shenton thanked the committee for the time and advised she would be submitting a written response to the survey.

b. Mrs. Nancy Warren made a presentation on behalf of the Annette Howell Turner Center for the Arts. Mrs. Warren also provided a hand out to the Committee and gave the following recommendations for the new facility:

- *Need a wider, deeper and higher stage
- *Need a retractable orchestra pit
- *Need up-to-date sound and lighting equipment throughout the new facility
- *Need a professional staff person running the facility that knows the systems
- *Need a Green Room and a Laundry Room
- *Need a balcony for alternative seating
- *Need a nice box office

Mrs. Warren also advised that the Turner Center would be submitting additional written comments, as well.

c. Ms. Jean Arambula briefly spoke on behalf of Snake Nation Press and stated they are in complete agreement with the suggestions presented by the Turner Center.

d. Mr. Ashley Tye, Lowndes County Emergency Management Director, made a presentation on behalf of the County and the Red Cross. They use the current facility as an

emergency shelter and they would like this use to continue in the new facility. Ms. Register advised that the Red Cross had also completed a survey and sent it in with comments, as well.

Ms. Register advised that the cover letter and survey had been posted on the City's website and that a press release would go out next week asking the community to respond to it.

V. Division of Full Committee into Two Subcommittees

Bob Goddard reminded the Committee that each entity that had two representatives needed to place one member on the Request for Qualifications (RFQ) subcommittee and one member on the Funding and Operations subcommittee. There are twelve members on the Committee and each subcommittee will have six members. With that said, Mr. Goddard called out the names of each Committee member so that they could state which subcommittee they would serve. The assignments were as follows:

RFQ Subcommittee

Bob Goddard, III
John Crawford
David Motley
Giovanni Panizzi
Ed Crane (assigned by Chairman
in his absence)
Vacant to be filled by Mayor and Council
August 25th

Funding and Operations Subcommittee

Lou McClendon
John Gaston
Nancy Warren
Kay Harris
Carol Whidby
Allen Lane

VI. Progress Report on RFQ Process and Schedule

Bob Goddard called on Pat Collins, City Engineer, to give a progress report and update on the schedule for the RFQ process. Mr. Collins advised that the RFQs were due in his office no later than noon on Tuesday, August 23rd. He anticipated a large number of submissions and felt the subcommittee would have a lot of work to do in reviewing the proposals. He advised that all Steering Committee members were welcome to come to any of the meetings of the subcommittee and hear presentations from the short listed firms. Following this, Mr. Collins reviewed the schedule for the subcommittee:

August 23, noon – Deadline for RFQs to be turned in to the Engineering Department
August 24-25 – Proposals to be picked up by Subcommittee members
September 1, 5:00 pm – Project Delivery Method Training
September 7, 11:00 am – Session to rank the proposals to determine short list
September 28, Time TBD – Proposal presentations by a minimum of three short listed firms
October 13, 10:00 am – Subcommittee presentation on the recommended firm to the Steering Committee
October 20, 5:30 pm – Final presentation and request to approve the recommended firm to the Mayor and City Council

VII. Review of Proposed Locations and Dates for Facility Site Visits

Bob Goddard called on Mara Register to update the group on her work to plan the site visits to other facilities. Ms. Register advised that the tentative dates for travel will be December 13-15, 2011. She has confirmed all four sites and contacts for each site as follows:

River Center for the Performing Arts, Columbus, Georgia – Jim Rutland
Spivey Hall at Clayton State, Morrow, Georgia – Sam Dixon
Classic Center, Athens, Georgia – Philip Verraastro
The Peace Center, Greenville, SC –Charles McAffey

Ms. Register stated she is planning all the travel and accommodation logistics, as well as working with the facility contact people to arrange the trip. She asked that everyone please email her their availability or desire to travel on this trip.

VIII. Next Meeting Date

Bob Goddard informed the group that the next meeting of the Steering Committee is Thursday, September 15, 10:00 am in the Multi-purpose Room.

IX. Questions/Comments/Discussion

Bob Goddard asked if there were any additional comments or questions from the Committee or anyone in attendance. Mr. Steve Johnson, who is a resident in the Smithbriar area behind Winn Dixie, asked if there is any information on the City's website about the scope of the project. Pat Collins provided the information to him to access the RFQ. Also, staff and several committee members advised they would be happy to answer any other questions he might have.

X. Adjournment

There being no further business, Bob Goddard adjourned the meeting.