

**FIVE POINTS AND MUNICIPAL AUDITORIUM
STEERING COMMITTEE MEETING
MINUTES
JULY 14, 2011
10:00 AM
CITY HALL ANNEX MULTI-PURPOSE ROOM**

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

Ex-Officio Members Present: Mr. Larry Hanson, Mrs. Cheryl Oliver, and Ms. Kelly Lenz

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

I & II. Call to Order and Welcome to New Committee Members and Recap of June 10, 2011 Meeting

Larry Hanson called the meeting to order and welcomed everyone to the meeting. He recapped the information presented at the first meeting on June 10, 2011 and asked everyone to introduce his or her self as we had new members in attendance.

III. Election of Committee Officers

The next item on the agenda was the election of officers for the Committee to include Chairman and Vice-Chairman. Larry informed the group that Mara Register will serve as Secretary to the Committee. At this time he called for nominations for Chairman. Mrs. Nancy Warren made a motion to elect Mr. Ed Crane as Honorary Chairman due to his long service to the community, this project and the arts. Mr. Blake Ellis seconded the nomination. Discussion then began as to whether or not the Committee needed an Honorary Chairman, along with a Chairman and Vice-Chairman. After this discussion, Mrs. Warren withdrew her motion. Subsequently, Mr. Lou McClendon made a motion to elect Mr. Bob Goddard, III, as Chairman of the Committee and Mr. David Motley seconded the motion. The motion carried with nine members voting in favor of the motion to elect Mr. Bob Goddard, III, as Chairman of the Committee. At this time, Mr. Goddard requested that Larry continue to run the meeting. He then called for nominations for Vice-Chairman. Ms. Kay Harris nominated Mr. Lou McClendon and Mrs. Nancy Warren nominated Mr. David Motley. Mr. McClendon was elected Vice-Chairman of the Committee with six members voting in favor of his nomination and five members voting in favor of Mr. Motley's nomination.

IV. Presentation by South Georgia Regional Library on Future Plans

Ms. Kay Harris, South Georgia Regional Library Board Chairman and Committee member, provided opening remarks about the presentation the library had assembled to present to various groups throughout the community. Ms. Harris said the board has already formed a 501(c)3 non-

profit organization, which will be critical to future fund raising efforts. She then introduced Ms. Kelly Lenz, South Georgia Regional Library Director, to present the PowerPoint presentation to the Committee. Ms. Lenz provided detailed information about why libraries are important to the community, the history of the South Georgia Regional Library and what is needed in a new facility. The existing facility contains 32,000 square feet and houses a variety of programs/services beyond just books. The board and staff facilitated a strategic planning survey at the library, on their website and through direct contact with family and friends. This survey assisted with the technical planning as to what should be housed in the new facility. The library should be a cultural center providing the community with programs and facilities that are found in every successful community. The board utilized seven criteria for site consideration and that process led them to Five Points. The total project cost is estimated at \$21 million and will contain 62,000 square feet of space. It is projected to have the new facility open by the fall of 2016, with funding coming from SPLOST VII funds, a state library grant and foundation funding. The Committee asked that a copy of the PowerPoint presentation be made available to them. Ms. Register confirmed she would have it in the next meeting packet.

V. Presentation on Existing Events at Mathis Auditorium and Considerations for the Future Facility

Larry Hanson gave a PowerPoint presentation on the existing Mathis Auditorium that was divided into six topics to include: 1) current specifications; 2) recommended specifications and space needs; 3) review of current users of the facility; 4) current fee schedule; 5) current costs and profitability; and 6) discussion on the need to find new operating revenue sources. The current facility contains 1,206 fixed seats in the auditorium side, and contains a lobby and multi-purpose room. He reviewed the specifications of both the existing auditorium and the multi-purpose room, along with reviewing some general recommendations for building upgrades. He referenced the detailed handout from the first meeting that outlined the current users of Mathis Auditorium. Mr. Hanson reminded the Committee that the new facility must be able to accommodate all of these uses along with expanded uses. The Committee will also be provided a copy of this PowerPoint presentation in their next meeting packet.

VI. Program Report on the Request for Qualification (RFQ) Process and Schedule

Pat Collins presented a progress report on the Request for Qualifications (RFQ) process and the planned schedule. He reviewed the process for the members of the RFQ sub-committee, the timeline for the entire design process, the scope of services on the RFQ and the Addendums to the RFQ that had been issued to date. He shared with the Committee that he would set up training for the RFQ sub-committee on the different project delivery methods prior to the date that the proposals are disseminated to the sub-committee members. The updated RFQ and Addendums were attached to the meeting packet, as well as a tentative schedule for selection of the design team. The next important date is August 2, which will be a non-mandatory pre-proposal meeting for interested firms to ask questions about the project and the RFQ. Proposals are then due in to the City Engineer on August 23 and will then be disseminated to the RFQ sub-committee with score sheets on August 24, 2011. There was limited discussion at this point about various project delivery methods and Pat said that the City has no pre-conceived idea about what is the preferred method at this point.

VII. Sub-committee Assignments

Larry Hanson reviewed with the Committee the need to divide the group into two sub-committees; the RFQ sub-committee and the Funding and Operations sub-committee. He stated that since there are twelve members on the Committee that each sub-committee would contain six members. Most important is that each entity that has two representatives would need to designate one person for each sub-committee. Pat Collins will also serve as a voting member on the RFQ sub-committee. The final sub-committee selections will be made at the next meeting of the full Steering Committee.

VIII. Next Meeting Date, Next Steps and Questions

The next meeting date was set for Thursday, August 18, 5:00 pm in the Annex Multi-purpose Room. Larry Hanson advised the group that letters would go out the week of July 18th to current users of Mathis Auditorium inviting them to the next Committee meeting on August 18th. The time was set later in the afternoon so it would be more convenient for people to attend the meeting. The purpose of inviting them is to listen to their comments about what is needed in a new municipal auditorium based on their experience as a current facility user. He also talked about the need to set up site visits to other facilities in other communities. Several Committee members wanted to set up the site visits prior to the selection of the facility design time, but Pat Collins felt it was most beneficial to have the design team on board before site visits were made. After some discussion, it was the majority consensus of the Committee that the site visits be set up after the design team is selected.

IX. Adjournment

There being no further business, the meeting was adjourned at noon.