

**FIVE POINTS AND MUNICIPAL AUDITORIUM
STEERING COMMITTEE MEETING
MINUTES
September 15, 2011
10:00 AM
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. Ed Crane, Mr. David Motley, Mr. Lou McClendon, Mrs. Carol Whidby, and Mrs. Jennifer Powell

Ex-Officio Members Present: Mrs. Cheryl Oliver

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 Mrs. Jennifer Powell to the Committee and thanked her for her willingness to immediately begin work with the group by serving on the Request for Proposal (RFQ) sub-committee.

II. Approval of Minutes

Bob Goddard advised that the minutes for the August 18, 2011 meeting had been sent out prior to the meeting and asked the Committee to complete their review at this time. Nancy Warren motioned to approve the minutes as presented from the August 18, 2011 meeting and John Gaston seconded the motion. Bob Goddard asked for discussion and there was no further discussion. **Motion carried unanimously.**

III. Subcommittee Reports

a. RFQ Subcommittee: Bob Goddard updated the Steering Committee on the progress of the RFQ Subcommittee to date. He commended the members for their hard work and dedication to the process, which required a lot of time and effort on their part. He said all of the Subcommittee members were very involved in the process, and the discussions during the ranking meeting were very fair and appropriate. He advised the Committee that all are welcome to attend the consultant presentations on September 28th, but only the Subcommittee members would ask the prepared questions during the presentations. Pat Collins, City Engineer, reviewed the names of the five selected firms and the time structure for their presentations. Mara Register reminded the group that the presentations are closed to the public and only the Steering Committee members, ex-officio members and staff will be sitting in on the presentations. Mara asked that any of the Steering Committee members wishing to attend the presentations, who are not on the Subcommittee please let her know so that the City would have a head count for lunch. Matt Martin made brief comments about the scoring and Jennifer Powell clarified for the group that the various consultant groups would not be allowed to sit in on each other presentations. Staff confirmed that with the Committee. She also clarified for the Committee that the shortlisted consultant firms would be evaluated "starting over," and the scores and rankings from the written submittals would not be considered in the final selection.

b. Funding and Operations Subcommittee: Lou McClendon announced that the first meeting of the Subcommittee has been set for Wednesday, October 5, 2011 at 2:00 pm in the City Manager's Conference Room. He had no further report at this time.

IV. Update on December Site Visits

Mara Register advised the group that the details for the visits to the four venues in December were progressing well. Transportation has been secured through First Baptist Church and Mr. Don McArthur will be the driver. She is going to make contact with him about costs and details. David Motley is working with Mara to secure quotes for hotel rooms in Columbus and Athens for the trip. After some discussion with the group about various options, it was decided that the preference for the group is to leave Monday evening, December 12th and return the evening of Wednesday, December 14th. She advised that she is hopeful that all details will be settled in several weeks and all times have been confirmed at the four venues in Columbus, Morrow, Athens and Greenville, South Carolina.

V. Update on Survey Responses

Mara Register informed the group that responses have been good to date to the survey. Responses have been received from current patrons of Mathis and local citizens. She advised that the survey has also been set up on the Survey Monkey website through the City's website. Staff would like to allow the community until the end of October to respond to the survey. We want to hear from the local community as well as people in the region that might be potential users of the new facility.

VI. Review of Upcoming Meeting Dates

Bob Goddard reviewed the following future meeting dates with the Steering Committee:

September 28, 2011, 8:00 am – Consultant Presentations in the Annex Multi-purpose Room

October 5, 2011, 2:00 pm – Funding and Operations Subcommittee Meeting in the City Manager's Conference Room in City Hall

October 13, 2011, 10:00 am – Steering Committee Meeting in the Annex Multi-purpose Room

November 17, 2011, 10:00 am – Steering Committee Meeting with location to be determined to due meeting conflict in the Multi-purpose Room

VII. Questions/Comments/Discussion

Bob Goddard asked if there were any additional comments or questions from the Committee or anyone in attendance. There were no questions or comments.

VIII. Adjournment

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