



HOPKINS COUNTY CIVIC CENTER MINUTES
Tuesday, December 16, 2014

MEMBERS PRESENT:

Michael Bowen, Judy Tipping, Eddie Lampp, Bob Weaver, Mary Campbell, Charles Helm

MEMBERS ABSENT:

Tom Golsup, Harry Singh, Chad Neal, Hillary Young, Judy Gillem, Tracy Dennis, Carl Bryan

OTHERS PRESENT:

Adam Teer, Civic Center Manager
Penny Edwards, Director Event Services

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I. CALL TO ORDER

5:29 p.m. by Charles Helm. Quorum was present and meeting was posted in accordance with the Texas Open Meetings Act, Code 511.

II. INVOCATION

Adam Teer gave the invocation.

III. FIRST ORDER OF BUSINESS

- Approval of November 19, 2014 minutes was delayed until January regular meeting.**

IV. INFORMATION/DISCUSSION ITEMS

- A. Next meeting is Tuesday, January 20, 2015; meeting will be board/staff retreat with purpose to prioritize future planning (outgoing board members included).**

V. MANAGER'S REPORT

- A. Director Event Services**
Reviewed past and new events

B. Manager

- 1. Reviewed "Broken Processes" (in future planning things to do that will make center more marketable)**

- **Software.** EventPro. utilize for uniformity in bookings, month close reports generated rather than developing individual spread sheets, etc.
 - **Upselling (upcharging).** table covering (linens), table runners, chair covers, draping, catering options
 - **Sales Process.** ongoing training, staff incentives, 2015-16 budget develop line item New Event Development
 - **Box Office.** improve ticket processing (buying tickets and ticket distribution)
 - **Concession Stands.** evaluate how might improve
2. Evaluating process to implement advertising via Facebook
 3. November Financials Reviewed

VI. ACTION ITEMS

- A. Board deemed as immediate need the EventPro software and with motion of Michael Bowen, second Eddie Lampp the Board approved recommendation to Court for purchase utilizing advertising funds.
- B. Manager's Report approved via motion of Eddie Lampp, second Michael Bowen.

VII. ANY OTHER BUSINESS

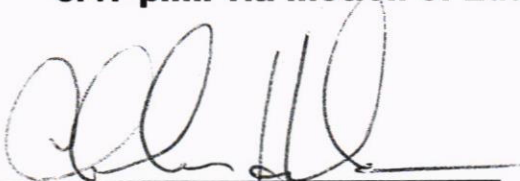
Adam Teer will provide recommendation to Court for placing a plaque (including picture and text) at the Equine Pavallion in memory of Mike Pribble, long-time rodeo producer.

VIII/IX. EXECUTIVE SESSION

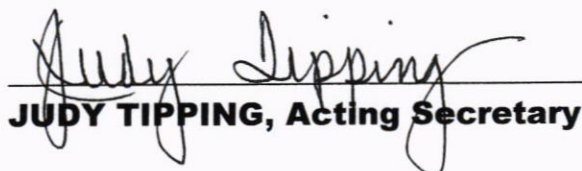
None

X. ADJOURNMENT

6:47 p.m. via motion of Eddie Lampp, second Bob Weaver



CHARLES HELM, President



JUDY TIPPING, Acting Secretary

HOPKINS COUNTY CIVIC CENTER MINUTES
Tuesday, January 20, 2015

MEMBERS PRESENT:

Chad Neal, Eddie Lampp, Hillary Young, Bob Weaver, Mary Campbell, Carl Bryan, Charles Helm, Dan Froneberger.

MEMBERS ABSENT:

Judy Gillem, Tracy Dennis, Harry Singh

OTHERS PRESENT:

Adam Teer, Civic Center Manager

Penny Edwards, Event Services Director

Jason Hudson, Potential Board Member pending confirmation from court

Michael Mund, Potential Board Member pending confirmation from court

Tom Glosup, Outgoing Board Member

Judy Tipping, Outgoing Board Member

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I. CALL TO ORDER

5:35 p.m. by Charles Helm. Quorum present and meeting was posted in accordance with the Texas Open Meetings Act, Code 551.

II. INVOCATION

Eddie Lampp gave the invocation.

III. FIRST ORDER OF BUSINESS

- Approval of November 19, 2014 and December 16, 2014 minutes with motion of Carl Bryan, second Chad Neal.**

IV. INFORMATION/DISCUSSION ITEMS

A. Next meeting is Tuesday, February 17, 2015

B. Recognition of outgoing board members

- Adam Teer expressed appreciation and presented plaques to Tom Glosup and Judy Tipping.**

C. Introduction of new or potential board members

- Adam Teer introduced new/potential board members Dan Froneberger (SSISD), Jason Hudson (Pct. 4), and Michael Mund (Pct. 2).**

D. Any new or other business items for discussion

- **Charles Helm provided update on several projects**
 1. **Equestrian Pavillion. Plaque will be placed on site recognizing contributions of Mike Pribble.**
 2. **UPRA Rodeo.**
 - **5-Year renewal for finals to return**
 - **Membership Rodeo (March) will not return discussion for a non-membership rodeo on a Friday/Saturday night in May**
 3. **Board in Foyer. History of facility, managers, board members, etc.**
Plans ongoing
 4. **Auditorium. Remodel work scheduled to begin in June. One big area is all ADA standards met. A challenge is power (electricity) and will only take time to work through best solution for everyone.**

V. MANAGER'S REPORT

A. Manager

1. **Reviewed December financials reminding board members December is typically a slow month.**
2. **Discussed two (2) events**
 - **Cooking School (March 31)**
no advertising yet but already inquiries for ticket purchasing; in-house event planned and promoted by Civic Center Staff
 - **Bridal/Prom/Quinceanera Expo (February 22)**
in-house event planned and promoted by Civic Center Staff

B. Event Service Director

Reviewed past and upcoming events

VI. ACTION ITEMS

- A. **Manager's Report approved via motion of Eddie Lampp, second Carl Bryan.**

VII. ANY OTHER BUSINESS

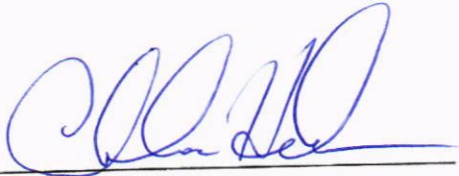
None

VIII/IX. EXECUTIVE SESSION

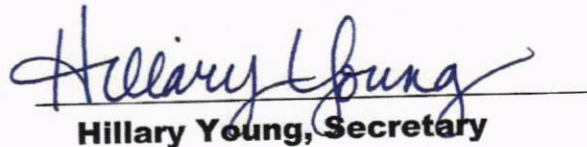
None

X. ADJOURNMENT

6:18 p.m. via motion of Eddie Lampp, second Bob Weaver



Charles Helm, President



Hillary Young, Secretary