

COUNTY OF CURRY        )  
CITY OF CLOVIS         )        ss

The Clovis Civic Center Policy Committee met in regular session at 2:00 p.m., Wednesday, March 15, 2017 at the Clovis Center, in full conformity with the laws of the State of New Mexico and the ordinances and resolutions of said city with the following members present:

Mr. Larry Fry, Chairman  
Commissioner Helen Casaus  
Mr. Danny Jariwala  
Mr. Javier Molina

ABSENT:

Ms. Sharesse Sawyer-Warfel

ALSO PRESENT:

Mr. Larry Fry, City Manager  
Ms. Claire Burroughes, Asst. City Manager  
Ms. Vicki Reyes, Administration  
Ms. Misty Bertrand, General Manager  
Mr. Hank Delgado, Civic Center

Mr. Fry called the meeting to order at 2:08 p.m. and established the presence of a quorum.

**Agenda Item No. 3 - Approval of minutes**

Mr. Jariwala made a motion to approve the minutes of December 7, 2016; Mr. Molina seconded the motion, which passed by acclamation.

**Agenda Item No. 4 - Report regarding Civic Center activities**

Ms. Bertrand stated since the last meeting they contacted the company to replace the air wall. They have the NM League conference in August and would like to replace it before then. The maintenance and preventive plan was not included in the previous quote. As soon as she gets that she will pass it on to everyone. Other repairs that will be made in the next few months are the handicap doors for \$2,000 and the distribution box will also be replaced. Ms. Burroughes asked if that could be covered under the city's insurance. Mr. Fry asked how much it would cost to replace it. Ms. Bertrand stated between \$1,300- \$1,700. They have that budgeted under their repairs. She stated they would like to have the building painted and the doors fixed.

Ms. Bertrand stated they are working with Pete Wilt to have pictures recovered. They had 20 pictures around the building and need to be replaced. Ms. Burroughes stated they may want to change some of the photographs. Hollands printed the pictures on paper and has worked well all these years. She stated they could get more historical society photos for them to pick from. Ms. Bertrand stated she would speak with Ms. Hinchee regarding some photos. Mr. Jariwala asked if they could get a quote to put the photos on canvas. Ms. Burroughes stated they may want to switch pictures too. Mr. Molina asked how long the pictures lasted. Ms. Burroughes stated 10-11 years.

Mr. Jariwala asked if they have a timeframe for the wall if it is approved. Ms. Bertrand stated they could have it finished in two days. Mr. Fry stated they made a motion at the last meeting so they could add it to the regular budget or non-recurring.

Ms. Bertrand stated they will have their fifth Murder Mystery Dinner which is a two-night event. They will have a Special Hearts Prom for the special needs community. They were able to pay for the event through donations and have the food donated as well. Monarch Formals will be donating dresses and there is someone doing hair and makeup prior as well. The Home and Garden Show will be April 1<sup>st</sup> and 2<sup>nd</sup>. There is another MMA fight in June and the Mother's Day Brunch again as well. They will also host the ROTC Ball in September.

Ms. Bertrand stated the previous sales manager has resigned so she will be looking to hire for that position.

Mr. Molina asked how attendance is for the murder mystery dinners. Ms. Bertrand stated they have sold out every one that they've had except for the one tomorrow, but only have 30 tickets left. They were \$20,000 in the black for December and \$500 in the black for January. They should be \$40,000 under budget after the repairs. Ms. Burroughes asked how much they have in budget for repairs. Ms. Bertrand stated combined about \$40,000 for overall and kitchen which is two separate line items. Ms. Burroughes stated when the civic center opened one of the concerns of the commission was that it was kept to the standard that they expected. Mr. Jariwala stated everything needs repairs so prevention is better than cure. He stated they need an asset management log. Ms. Bertrand stated they do now with most of their contracts.

Ms. Burroughes stated the doors on the restrooms don't stay shut. Ms. Bertrand stated she would look into it.

Ms. Bertrand stated she came up with an idea for the City Christmas Party. The fundraiser idea she came up with were the indoor cornhole tournaments. They would just have to put together a tournament and the money could be put into a fund to fund a Christmas party for city employees. Mr. Fry stated that is something they need to look into and discuss further.

#### **Agenda Item No. 4 - Report regarding Civic Center activities**

Ms. Burroughes asked if the sound system was okay. Ms. Bertrand stated they have not had any issues. They replaced some cables at the advice of IT. Ms. Burroughes asked if they had video cameras in the facility. Ms. Bertrand stated they did have some, but need to be replaced and they are having issues with the security system. She has spoken with Paul Nelson to get her quotes for the cameras and to be able to record. Ms. Burroughes stated she would check on the status of the quotes.

#### **Agenda Item No. 5 - For the good of the order**

None.

#### **Agenda Item No. 6 - Adjournment**

There being no further business to come before the committee the meeting adjourned at 2:38 p.m.