

**CITY OF CLOVIS
CIVIC CENTER POLICY COMMITTEE
AGENDA**

**3:00 p.m.
Tuesday, March 10, 2020**

**Clovis Civic Center
801 Schepps
Clovis, New Mexico**

1. Call to Order
2. Roll Call
3. Approval of minutes of regular meeting of December 20, 2019
4. Report regarding Civic Center activities, Misty Bertrand
5. For the good of the order
 - Date & time of next meeting
6. Adjournment

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the City Clerk at 321 Connelly at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the City Clerk at 321 Connelly if a summary or other type of accessible format is needed.

COUNTY OF CURRY)
CITY OF CLOVIS) ss.

The Clovis Civic Center Policy Committee met in regular session at 3:00 p.m., Thursday, March 12 at the Clovis Civic 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. Justin Howalt
Mr. Jack Nuttall
Dr. Sistar Yancy
Commissioner Helen Casaus

ABSENT:

Mr. John Sharp

ALSO PRESENT:

Ms. Vicki Reyes, Assistant City Clerk
Ms. Mistry Bertrand, General Manager
Ms. Morgan Schugg, Event Sales Manager
Mr. Mike Turvey, Operations Manager

Mr. Howalt called the meeting to order at 3:17 p.m. and established the presence of a quorum.

Agenda Item No. 3 – Approval of minutes of regular meeting of December 2, 2019

Mr. Nuttall made a motion to approve the minutes of December 2, 2019; Dr. Yancy seconded the motion, which passed by acclamation.

Agenda Item No. 4 – Report regarding Civic Center activities

Ms. Bertrand advised they would have their first meeting with ACS regarding the upgrades to the HVAC system. They hope to have it done by the end of May. Mr. Howalt asked if they have provided a schedule. Ms. Bertrand advised they had not yet. They are going to look at event schedules and may have to black out some days to accommodate.

They had to replace their 100-gallon hot water heater for the kitchen. They were able to get it replaced the next day. Mr. Howalt asked if there was a water filtration system in the building. Ms. Bertrand advised they have not met with a company that fits their needs. They have one for the dish washer only.

She will present a report to the lodger’s tax board regarding events for the last year. They had separate marketing plans for every event and moving forward she would like to see one for all of the events. They still have not had contact from the new agent for Alcohol and Gaming. They found a few areas that need improvement. They have converted the customer satisfaction survey that they can now share with Spectra and the City. Their daily deposits do not always get done daily so they are looking at new systems for this. Mr. Howalt asked if they would need a night drop. Ms. Bertrand advised the policy states next day.

The chamber marketing agreement has been worked on for the past two years. They are helping more with the website helping with sponsorships and recruiting conferences.

Commissioner Casaus asked if they have noticed a drop in events with all of the other facilities that have opened. Ms. Bertrand advised they noticed more of a drop last year, but have had groups come back this year that had gone elsewhere last year.

Mr. Howalt advised Ms. Bertrand has to report to Spectra weekly and has started including him in those updates. He advised they are allowed an incentive fee in their contract. It has never been met. The qualitative component is another part. They earned around \$3,000 last year with that.

Mr. Nuttall asked how many events they do a week. Ms. Bertrand advised they have over 30 events a month. Mr. Howalt asked what was upcoming. Ms. Schugg advised the Milk Lover's Ball, Hall of Honors, Gun Show, Arts & Crafts DIY, school banquets, prom and weekly Rotary meetings.

Agenda Item No. 5 – For the good of the order

Ms. Reyes advised the next meeting would be at 3:00 p.m., June 9.

Agenda Item No. 6 – Adjournment

There being no further business to come before the committee the meeting adjourned at 3:45 p.m.