

COUNTY OF CURRY)
CITY OF CLOVIS) ss.

The Clovis Civic Center Policy Board met in regular session at 3:00 p.m., Tuesday, March 15, 2022 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
Dr. Sistar Yancy
Ms. Sabra Smith

ABSENT:

Ms. Monica Provolt
Commissioner Helen Casaus

ALSO PRESENT:

Ms. Claire Burroughes, Assistant City Manager
Ms. Misty Bertrand, General Manager
Ms. Brandy Thomas, Operations Manager

Mr. Howalt called the meeting to order at 3:01 p.m. and established the presence of a quorum.

Agenda Item No. 3 – Approval of minutes of December 3, 2021

Ms. Smith made a motion to approve the minutes of December 3, 2021 as presented; Dr. Yancy seconded the motion, which passed by acclamation.

Agenda Item No. 4 – Report regarding Civic Center activities

a. Financial Statements

Ms. Bertrand advised they have not had a finance manager since September, but are working with Spectra on financials. She is waiting for them to send her the signed copies of the September and October financials. They are close to having November and December completed and hopes to have them by the end of the week. The Civic Center deposits all of their funds from events with the City of Clovis and work through the city with their requisition and purchase order system. The only bank account they manage is their payroll account that is reimbursed by the city.

September-November were fantastic months and December and January were not. They had a lot of events that cancelled due to Covid and had the worst Christmas party season they have ever had aside from the year they had no parties. All of the January events have moved to the spring.

Mr. Howalt asked if there was a plan to replace the finance manager. Ms. Bertrand advised they wanted to see how this worked, but they are going to relist the position as a part-time remote position. She has interviewed over 12 people but they have not been the right fit or had enough experience. They would like to have someone in office. She recently hired Julie Surina as an

administrative assistant and she brought previous financial experience working with non-profits and events. She helped to fill in the gaps of not having a finance manager. Their former finance manager used to do the bookkeeping for the Events Center as well and the Civic Center would charge them for part of her salary and they would like to do that again.

b. Events/Marketing

Ms. Bertrand advised they have multiple big events every weekend leading up to Easter and then will have more events through the summer. The in-house events are steadily picking up. They made over \$10,000 at the Holiday Bazaar and they are planning their Spring Show. They just completed the Wedding Expo and have the Back to School Expo on the calendar. The Special Hearts Prom will be in June and they usually fundraise through the High Plains Rotary Club, which has been completed. They are continuing with the Supreme Court's guidelines for jury selection, which is booked through June and may extend past that.

They are still partnering with the Lodger's Tax Board for their in-house events. The wedding expo saw 50% of the vendors from outside of Clovis. They are working on ramping up their marketing to get more conferences in the area and are discussing the potential of a hotel close to the Civic Center.

c. Oak View Group transition

Ms. Bertrand advised in October/November Spectra was acquired by the Oak View Group. There are two venue management companies in the world. The new mission statement is "A positive disruption to business as usual within the live entertainment and sports industry." They are putting together an entertainment section to bring in artists to the smaller venues. They are big on investing in hotels. This transition will help them bring in more entertainment type events and set them up with people who are expanding.

Mr. Howalt asked if they were going to up additional funding to enter into contracts with entertainers. Ms. Bertrand advised they were. Mr. Howalt asked if that was going to be allotted per venue or will they have to ask/apply for those funds. Ms. Bertrand advised it would be a year before any of this was offered. They also work with the people that book the artists so they want them to come to the Spectra venues first. If they are going to tour a certain location then those are the venues they will put money into so that the artists can stay inclusively in OVG venues. Another option, would be matching funds, but that is all in the future.

d. Building Repairs

Ms. Bertrand advised the building was 16 years old. There will be more repairs in next year's budget. Ms. Thomas advised there is a lot that hasn't been replaced or repaired. They had a company from Albuquerque look at the solar panels. The panels and interface are good, but the computer that allows them to talk to each other is not. They are still waiting to hear back. The computer has been down since July so they have put this project on high alert.

The HVAC works when they want to. They have two major and one small HVAC and two of those are working perfectly. Claiborne has sent two people out for two days and they should be back on Monday to fix it. When they had a power surge in September it kicked something offline and it is giving them codes that aren't reading right. The ACS computer is also not functioning right so they are going to send a tech next week to try to get it up and running.

One of the units for a walk-in cooler was put on top of the building and it was supposed to be an indoor unit. Cox Refrigeration quoted her at \$5,500 to replace the unit. She spoke with a tech from Claiborne who told her it was all incorrect. Claiborne is going to do a servicing walk through and will give a quote for quarterly service checks.

They are also discussing the landscaping in the front and that being taken care of in a better way. Ms. Burroughes advised Ms. Thomas had asked about Parks mowing the Civic Center for them. Ms. Bertrand advised she asked Mr. Thomas years ago and he told her it was the Civic Center's responsibility. Ms. Thomas advised she spoke with Mr. Hooper regarding this and he told her to ask Mr. Howalt to come up with a number they could figure into the budget for them to be able to come out and mow. She advised it takes parks 20 minutes to mow and it takes her a day and a half.

Mr. Howalt asked if they have been doing any of the Tyler training. Ms. Bertrand advised they have been. Mr. Howalt asked if they were able to follow along with the inventory. Ms. Bertrand advised they have their list in. Ms. Thomas advised she can't get into any of it. Ms. Bertrand advised they have to log into the old Tyler because they are offsite. They are also trying to get Ms. Surina set up with Tyler so she can help, but they haven't done that either.

Ms. Thomas advised Mr. Hewett is working with Tarpley's to get the projectors up and going. She also put a call in to Clovis Sign and they will come out to survey to give them an idea of what it would cost to get the sign repaired. They found it was broken in 2017, but that was all Clovis Sign had on file.

Dr. Yancy asked if there was anyone besides Cox or Claiborne that could give a quote. Ms. Thomas advised they have had Denton's out and they wanted to replace the entire walk-in. Mr. Howalt asked if Oak View had an in-house expertise. Ms. Bertrand advised they have expertise in terms of arenas, but they are the smallest venue they have. They are restructuring so they will find out who is in operations.

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

Ms. Burroughes advised the next meeting would be June 14th at 3:00 p.m.

Agenda Item No. 6 – Adjournment

There being no further business to come before the committee the meeting adjourned.