



Commons Board Meeting Minutes
March 13th, 2013

The Commons Board met on Wednesday, March 13th, 2013 at 11:30 a.m. (EST) in the Xenia S. Miller Room at The Commons. Board Members present: Ryan Brand, Cheryl Buffo, George Dutro, Paige Harden, Tracey Souza

Others present: Jamie Brinegar, Susan Fye, Jillian Keller, Glen Petri, Steve Risting, Ben Wagner, Lisa Westenberger, and Kelly Benjamin and Stan Gamso

Vice President Cheryl Buffo, in Sherry Stark's absence, called the meeting to order and requested approval of the minutes from February 13th, 2013 with removal of a repeat paragraph. Paige Harden motioned for approval. Ryan Brand seconded. Motion Approved.

Kelly Benjamin reported on the updated easement. She sent a proposed easement to Todd Heary on Monday and is waiting to hear back. The lease is still pending.

Lisa shared her updates on capital improvements. She reported that the estimated costs for bollards at the corner of 3rd St. and Washington and performance space shading have not changed. Additional information concerning the Lower Lobby sound system and outdoor terrace seating information had not been submitted from Steve Risting. Lisa also reported the dim-able options for the lighting in the Performance Hall were just under \$19,000. The Commons Tech crew felt it was not a priority in comparison to the window shading.

The initial request for the Heritage Fund was \$261,000 without the updated items. Lisa felt there was a sense of urgency behind the sun control due to the summer months and several upcoming events that will benefit from the shading. In order to expedite the request and proceed with addressing the sun control issue, Cheryl asked the Board to consider submitting an "up to" request pending more study and concrete numbers with an added 10% of the total as a contingency. The Board also agreed with a reorder of priorities as follows:

1. Sun Control Shading in the Nugent-Custer Performance Hall
2. Safety Bollards at the corner of 3rd St. and Washington
3. Lower Millern-Tangeman Lobby Sound System
4. Outdoor Terrace additional seating and shading
5. 10% contingency of total

George Dutro motioned for approval of a total request of \$288,200 to Heritage Fund. Ryan Brand seconded. Motion approved. The Board requested a revised letter of request from Lisa and Steve. (Revised letter attached)

Lisa provided The Commons report. The Commons currently has \$84,000 in revenue scheduled for 2013.

Cheryl stated that it had been brought to her attention that The Commons was not currently hosting a large number of performance related events. Karen Shrode answered that the Performance Space does not always work well for all performance events due to shading issues, stage and fly space or rental fees. Lisa stated with the new shading and a proposed funding relief program, some of these concerns would be alleviated.

Jamie and Lisa reported The Commons is currently working towards incorporating more diverse opportunities including events such as Martin Luther King celebrations and CAMEO events. Lisa stated she has also started work with the Arts District. Karen reported she also met with the Arts District. The Arts Council is working towards cultural diversity and socio-economic diversity in The Commons. The objective is to strategize calendars and request that organizations already programming culturally diverse events consider hosting them at The Commons.

Susan Fye updated the Board on the invoice that was received from Snappys Tomato Pizza regarding venting installations. CDI was disbanding when the invoice was received in January. Vents were not originally planned in construction. CDI was not provided warning or construction plans for the ventilation. Susan Fye stated that CDI Board voted on March 12th not to pay the invoice and is asking The Commons Board to provide answers towards who is responsible.

Kelly Benjamin stated legally the bill cannot be paid by The Commons Board without knowing who ordered the work, who approved the work, and why the invoice is not being paid.

The Board agreed the bill is due but elected to ask CDI to consider passing the invoice to the Redevelopment Commission for investigation and payment.

Discussion moved to the concern of the walk-in freezer/cooler combination that Scotty's had installed. The freezer was not included in the original build out. Stan Gamso reported that Scotty's tied into The Commons' building chiller system and used the building's cold water to refrigerate and freeze their products. Stan estimated that Scotty's saved \$20,000 - \$30,000 by doing this. Dunlap issued an invoice to Delta construction in the amount of \$17,288 for the installation that was given to CDI. Out of that invoice, \$6,556 was deducted due to work that was determined to be CDI's responsibility. The portion paid by CDI concerned the HVAC system. Scotty's lease did not stipulate using the building's cooler system at no additional cost, but saved Scotty's money over the long run by doing so.

CDI feels the remaining \$10,732 invoice from Dunlap belongs to Delta construction. Delta construction hired Dunlap to do the work for the cooler.

Kelly reported that she investigated reasons why Delta believes The Commons Board owes the invoice. She stated that Delta construction has agreed to pay \$5,000 but believed the City owes the remaining balance. As part of the lease, the water system is required for the restaurant. The improvement will remain in the building and will be required for a future tenant. Kelly's understanding is that there was no agreement as to who was doing the installation or an agreement with Sharon Renfro to do the work and the requirement was not in the lease.

Lisa added that due to Scotty's going through the building's system, additional utility costs have been incurred. The Commons' cooling system originally shut down at midnight every night and now has to run constantly in order to maintain the refrigeration.

Kelly will submit an update at the April Board Meeting concerning the invoice.

Lisa updated The Board concerning after hour rental fees (\$250 per hour) The Commons charges per the February Board meeting, particularly the "Dancin' DJs" event scheduled for June of 2013.

Lisa reported that she met with Jamie Briengar, Ben Wagner, Nick Rush from Parks and Recreations and Danny Brown, The Commons maintenance Team Leader to discuss the need for overtime charges. They came to the conclusion that \$250 per hour is appropriate due to the following reasons:

1. Over time costs for the staff are just under \$100 per hour. If an event runs beyond the closing time of the building, it can also affect morning crew hours. For example, if an event runs until 2:00 am and a separate event is scheduled for 7:00 am the following morning; clean up, striking and reset all affect overtime charges for multiple shifts.
2. If the building is open beyond normal business hours, additional costs incur in supplies, utilities, and wear and tear.
3. The Commons tries to discourage running overtime for events. The Commons has a maintenance staff of six people who cover the Commons seven days a week, 18 hours a day for 363 days. The manpower is not available for continued overtime.
4. The Commons wants to encourage events to provide patronage to local businesses that are open later than The Commons after their events.
5. The pricing is comparable to other local venues.

Lisa reported that complaints have not been made about the overtime charges. In reference to “Dancin’ DJs” particularly, their event received a 20% discount off their rental fee. They are a for-profit group, and Lisa has posed that they partner with a local not-for-profit dancing group to receive the lower rate reserved for NFP organizations. Lisa offered to follow up with Dancin’ DJs.

Karen updated the Board with an Arts Council report. She stated 350 children attended Bongo Boy for March First Friday’s for Families. April 5th’s First Fridays will host Dancers Studio, Mixed-Up Fairy Tales. She also reported the Tom Luckey Documentary went well at Yes Cinema and the DVD is available for rent.

Cheryl asked for a revised list of improvements from Lisa and Cheryl would sign off then submit changes to Heritage Fund. (Revised list attached)

Meeting adjourned.

Acting Secretary, Jillian Keller

2013 Meeting Dates:

January 9th, February 13th, March 13th, April 10th, May 8th, June 12th, July 10th, August 14th, September 11th, October 9th, November 13th