

THE Mansfield

Center for the Performing Arts

ADVISORY BOARD

Friday, December 20, 2013
Gibson Room at the Great Falls Civic Center
Call to Order: 12:07 pm

ROLL CALL

Advisory Board Members Present: Sue Ferrin, Keern Haslem, Kim Thiel Schaaf, Mary Sheehy Moe
Advisory Board Members Absent: Carl Donovan, Joe Fontana, Larry Gomoll,
City Staff Present: Dona Hughes, Events Supervisor

INTRODUCTIONS

None necessary

OLD BUSINESS:

Minutes

Sue Ferrin moved that the minutes for November 2013 be approved as written. Keern Haslem seconded the motion. Board voted to approve the minutes as written.

Budget Recommendations:

Dona Hughes reported that the next possible Commission work session and meeting for The Mansfield fees to be discussed and to hold the first public hearing on the fees was Tuesday, January 21, 2014. The second Commission meeting to ratify the fees would be Tuesday, February 4, 2014. She expressed the urgency that the fees be ratified as soon as possible as the staff only has the ability to quote the current fees and cut contracts on the current fee schedule for the coming years' events. The longer the issue is put off, the less chance The Mansfield has to survive the current and future anticipated cut of \$100,000 in General Fund support. Marty Basta, Park and Recreation Director, will make that request at the next Department Head agenda setting meeting. Board Members present agreed that The Mansfield Board's attendance at all three meetings will be very important. Everyone will mark their calendars. Dona will send out confirmation that The Mansfield is on the agendas as soon as Marty is able to get confirmation. Dona will also send out to the Board support documents after the packet for the Commission is completed.

Preferred Caterers Program

Dona Hughes, Patty Rearden and Marty Basta met with Jenn Reichelt, Deputy City Manager. Jenn recommended that the Preferred Caterers Program be based on a percentage as opposed to a flat per plate rate. Jenn cited that a percentage system of charging the caterer would respond to the Cost of Living increases in the coming years. She suggested a range of 2.5% to 10% of gross.

Dona crunched numbers in advance to the Board meeting and shared:

- 2.5%: \$15 meal would be \$0.375/plate and a \$25 meal would be \$0.625/plate
- 4%: \$15 meal would be \$0.60/plate and a \$25 meal would be \$1/plate
- 5%: \$15 meal would be \$0.75/plate and a \$25 meal would be \$1.25/plate
- 6%: \$15 meal would be \$0.90/plate and a \$25 meal would be \$1.50/plate
- 7%: \$15 meal would be \$1.05/plate and a \$25 meal would be \$1.75/plate
- 8%: \$15 meal would be \$1.20/plate and a \$25 meal would be \$2.00/plate

Board discussed a range of percentage of gross to be included in the RFQ/RFP (Request for Qualification/ Request for Proposal) to caterers. Kim Thiel Schaaf moved to set the range of percentage of gross in the

RFQ/RFP as 4% to 8%. Sue Ferrin seconded the motion. Board approved the motion. Dona Hughes will include that in the proposed fee schedule to the Commission.

Board Membership

Mary Sheehy Moe was reappointed to The Mansfield Board. New members are Michael Gilboe and Kelly Manzer.

NEW BUSINESS:

Dona Hughes will be out of town for the next meeting on Friday, January 17th. She will see if Patty Rearden or Jenn Reichelt could be at the next meeting so that Board could ask any questions and discuss the presentation for the upcoming Commission meeting. Dona will be sure the Board is cc'd on any packet sent to the Commission.

Board Member Appreciation

Board Chair, Mary Sheehy Moe, presented Sue Ferrin with a plaque in thanks and recognition for her years of service on the Mansfield Center for the Performing Arts Board. The Board also expressed gratitude to Joe Fontana for his years of service as well. Dona will ensure that Joe receives his plaque.

PETITIONS AND COMMUNICATIONS (Public Comment)

None

ADJOURNMENT

There being no further business before the Board Sue Ferrin moved, Keern Haslem seconded, Board unanimously approved to adjourn at 12:48 pm.



Mary Sheehy Moe, Chairman