



ADVISORY BOARD

-- REGULAR MEETING --

Friday, September 16, 2016

Great Falls Civic Center Gibson Room 212

Call to Order: 12:00 p.m.

ROLL CALL

Advisory Board Members Present: Pam Bennett, Carl Donovan, Larry Gomoll, Keern Haslem, Kelly Manzer, Patty Myers

Advisory Board Members Absent: Allen Lanning

City Staff Present: Dona Hughes, Mansfield Supervisor

Guests: Commissioner Bill Bronson

INTRODUCTIONS

None needed

OLD BUSINESS

Minutes

Board Member Donovan moved, seconded by Board Member Manzer, that the Mansfield Center for the Performing Arts Advisory Board approve the June 24, 2016 meeting minutes as written. The board unanimously approved the minutes as written.

Motion carried 4-0-0

Mansfield Center for the Performing Arts Foundation

Commissioner Bronson reported that the next steps are:

- To go forward the Foundation Board meeting
 - Commissioner Bronson will put together the agenda
 - Staff Member Hughes to use Google Calendar to set a meeting time
 - Will need to adopt by-laws
 - Can invite anyone we like
- Filing with the IRS
 - Commission Bronson stated that Fiscal Services will pay those fees out of revenues earned for the Foundation. He estimates fees to be around \$800.
 - Will need to know where we will be within the next 2 year. Commission Bronson will be able to guide the Foundation Board.
- City Commission really liked the presentation and idea of Foundation

Working Committee for Convention Center survey update

Chairman Haslem reported that he has spoke with Staff Member Willmarth in regards to implementing an on-line survey. Staff Member Willmarth has agreed to help. There are 170 uses of the Convention Center. Chairman Haslem is investigating the possibility of partnering with Downtown Great Falls Association and reaching out to their membership for feedback.

Staff member Hughes stated that the Mansfield Office has contact information on current and past users of the Convention Center and could email the survey information out to them. She also

volunteered to reach out the Great Falls Lodging Association for their feedback. Board Member Myers stated that she uses the Convention Center once a year for the annual Grizzly Barbeque Fundraiser. She stated that there are only two spaces in town that can hold 700+ in a banquet setting. She prefers the kitchen in the Convention Center to that of the Fairgrounds facility. She noted that the event raises approximately \$50,000 annually that is primarily used for University of Montana scholarships.

Commissioner Bronson stated that the City Commission feels that the Civic Center, Parking Garage and the Public Library are important assets. The status of the Natatorium is pending. The Commission will be able to make a determination when the master plan for Park and Recreation is completed and submitted.

The priorities for the Civic Center include the boiler system, roof top and the façade. Discussion as to the use of the Civic Center space is continuing.

Preshow event

Working committee for planning pre-event functions is Board Member Bennett, Board Member Myers and Staff Member Hughes. The plan may include:

- Wine tasting and appetizer station
- Affordable, light dinner
- Coming early to get the parking immediately surrounding the building could be attractive to the patron
- Possible interest in catering maybe from Wines by Wednesday, Clark-n-Lewies, Penny's Gourmet to Go, Bert & Ernie's

NEW BUSINESS

Membership

Terms for Board Members Lanning, Manzer and Bennett expire 12/31/16. All three are eligible for reappointment. Board Member Gomoll moved, seconded by Board Member Donovan to recommend to the City Commission to reappoint Board Members Lanning, Manzer and Bennett. The board unanimously approved.
Motion carried 6-0-0

Electronic Message Board Policy

Board Member Gomoll shared the Montana ExpoPark's policy for use of their electronic message boards. There are 2 boards on one pole. The large top one is primarily for ExpoPark/Cascade County use with the possibility of renting time to the public. The smaller, lower one is free to the events renting the facility.

Board reviewed The Mansfield's long standing policy:

"The Great Falls Civic Center electronic message board usage is limited to events held at the Civic Center or at any other City-owned property; events sold through the Civic Center Events Office ticketing system; or events sponsored by the City of Great Falls that have City-wide interest."

Board Member Donovan moved, seconded by Board Member Manzer to retain the current policy for the Electronic Message Board as written.
Motion carried 5-0-0

Review and discuss Box Office exclusivity policy

This item of business was tabled due to lack of time.

Staff Reports

Reports were passed out. Board Member Manzer moved, seconded by Board Member Myers to accept the reports as presented.

Public Comment

None

Adjournment

There being no further business to come before the Mansfield Center for the Performing Arts Advisory Board, Board Member Manzer moved, seconded by Board Member Myers, to adjourn the regular meeting of September 16, 2016, at 1:22 p.m.

Motion carried 5-0-0.

Keern Haslem, Chairman

Dona Hughes, Secretary

Minutes Approved: October 21, 2016