



**Memorial Stadium Authority – Quarterly Meeting Agenda
1 November 2022
Virtual Meeting via Microsoft Teams**

Durham County Memorial Stadium Authority Minutes

Date: November 1, 2022

Time: Noon

Location: Virtual Meeting

In Attendance: Vice Chair Dan Moushon; Ed Bryson, Secretary Tyrone Wilson, E’Vonne Coleman.

Also in Attendance: Zach Pritchard; Motiryo Keambiroiro; Marcus Manning, Lonnie Forte

Absent: Chair Pam Karriker; Charles Epps; Commissioner Nimasheena Burns

Approval of Minutes: The minutes from the August 3, 2022 meeting upon motion of Tyrone Wilson and second by Ed Bryson to approve the minutes were unanimously approved by The Authority.

Item: Stadium Event Coordinator

Stadium Manager informed the Authority that Evan M. Kramer was the selected candidate for the position and will start on November 14, 2022. Mr. Kramer was an Intern/Coordinator in the Sports Program at UNC from September 2021 to the present.

Item: Durham Sports Commission Update

Mr. Marcus Manning of the Durham Sports Commission joined the meeting and provided The Authority updates regarding the operations of the Durham Sports Commission and the overall landscape ahead of the 2022 NAIA National Championship Game to be held December 17, 2022. Mr. Manning advised The Authority that the economic impact, on sporting events tracked by the Durham Sports Commission, has generated approximately \$24,000,000 for the last 3 years for County of Durham. The commission is most excited about this and where the impact is headed.

Item: Booking Policy

Mr. Pritchard advised The Authority that in the past the booking policy at the stadium has been more or less a rough framework. Historically, select events have held booking priorities at the stadium. Our tenant portfolio will be changing due to Northern High School leaving the stadium (effective Fall 2023, assuming construction schedules hold) and other events emerging at the facility.

Mr. Pritchard informed The Authority that Durham County Stadium needs a more well-defined booking policy to help the manager continue to organize the events calendar and help resolve event date disputes as they arise. This process will 1) help increase the long-term availability of the facility for National, Regional and Local events 2) better support our teams and organizations that consider Durham County Stadium their home venue on a regular basis and 3) provide a better definition of priority for when date conflicts do occur.

Mr. Pritchard presented a working draft of a booking policy for the stadium regarding dates and priority status for The Authority to review and make recommendations.

Booking Policy



Management Held Dates - The Stadium Manager reserves the right to block out any date, or dates, they deem necessary for any reason including, but not limited to, maintenance, training, or venue sponsored events. Such blocking of dates may occur at any time during the fiscal year.

Annually Recurring Events – Venue management will strive to maintain annually recurring events' dates, schedules, and times however that may not be possible due to existing event requests depending on event priority. Contact the Stadium Manager for date availability prior to planning your event.

Licensee Information – Stadium Reservation Form - Individuals, organizations, or businesses interested in contracting events at the Stadium are required to complete and submit a Reservation Form, which is available for download at <https://www.dconc.gov/county-departments/departments-a-e/county-stadium/booking-information>. Completion and submission of the Reservation Form does not constitute an agreement to hold dates or events at the Stadium. Contact Stadium Management to check date availability and next steps in the reservation process.

Hold Status - In the process of scheduling dates, the following terms and definitions shall apply to scheduling commitments:

First Hold – Holds pending confirmation of date and negotiation of terms, and at the discretion of the Stadium Manager.

Second Hold – Holds pending release of the first-hold dates. In the event the first-hold dates are released, second-hold dates are elevated to first status.

Confirmed – Dates are confirmed upon agreement of terms and execution of a final contract, and at the discretion of the Stadium Manager.

Scheduling Priority - Facility and space commitments for first and second priority events and activities may be made as far in advance as is necessary or appropriate and may supersede requests by other priority events and activities that are scheduled more than three months (90 days) from the event date. Stadium management reserves the right to block out dates to allow sufficient time to schedule first and second priority events.

Third-priority events and activities for which dates are requested more than three months (90 days) in advance of the actual event date are subject to change to accommodate first and second-priority events. Confirmation of holds and contracts for third-priority events may not be issued more than three months (90 days) in advance of the event date(s), at the discretion of the stadium manager.

Generally, scheduling will remain first come first serve within each priority level and as groups from each priority level release their respective holds.

Priority Classifications

Priority 1 –

This priority allows for the long-term booking of national, regional and local events that have a significant coordinated effort and/or bid processes with the support of Durham Memorial Stadium Authority, Durham County Stadium or the Durham Sports Commission.

Durham Memorial Stadium Authority Sponsored Events – are typically self-promoted events in which the Stadium Authority or Durham County Stadium serves as the Event Promoter/Organizer independent of other organizations or has initiated a long-range event bid for a local, regional, or national level event. These may be short or long term holds and will not release until the Stadium Authority receives the outcome of the bid process or removes the hold.

Durham Sports Commission – This is for long range event bids such as the NAIA Football Championship Game, USATF Youth Outdoor Nationals, Etc. These holds are typically long term holds and will not release until the Sports Commission notifies the Stadium Manager of the outcome of the bid process.

Priority 2 –



This priority is held to support events that previously had event priority as determined by the Stadium Authority and the facility's tenant teams providing an opportunity to schedule their annual seasons and events. Every opportunity will be given to these organizations to maintain their annual event date, however that may not be possible due to event requests from Priority 1 events. Many of these events are unable to share the property at the same time as other events are on site.

Additionally, this classification continues the Stadium's tradition of hosting Durham Public Schools Athletics Programs for their Neutral Site – Rivalry Week Football Games, with the assumption that Northern High School Football departs the stadium in Fall of 2023.

Durham Public Schools – Rivalry Week Football Games Program

Russell Blunt Track Meet

USATF NC Youth Championship Meets

Carolina Flyers (AUDL) – Season runs late April – August with games mostly on Fridays and Saturdays.

Tobacco Road FC (USL - 2) – Season runs April – August with games on various days throughout the week.

Shaw University Athletics – Football Season runs Labor Day Weekend – Veterans Day Weekend, mostly Saturdays.

Eno Festival (Parking Lot)

Bimbe Festival (Parking Lot)

Priority 3 –

Bookings with a focus on youth sports and activities

Priority 4 -

Bookings not reflected in the above priority levels or new business.

Challenges – From time to time there will be multiple events that request the same event date/time as an event that is already in a hold/pending contract status.

Priority 1 events will not be challenged until they release their event dates. This classification of events may need additional time to complete the bid process with the respective organizing body. Typical bid processes are completed at least three to six months prior to their event date to allow appropriate coordination of their events. If there is an event that is interested in a date held by a Priority 1 group, the Stadium Manager will check the status of the event bid to see if those dates can be released or receive an updated timeline of when a decision will be made. The challenger will then be placed in a Second Hold Status until the Stadium Manager is notified the bid process is completed.

Priority 2 event dates may need additional time to coordinate their event scheduling with their organizing bodies. Tenant team schedules are typically finalized a minimum of two to three months prior to the start of their season. If proposed date falls more than two months (61 days or longer) prior to the event, the stadium manager will follow up with the organization and receive an update regarding their schedule. If the proposed event is inside two months (60 days) of the challenged event date, the process described below will be applied.

Priority 3 and 4 will operate as described as described below.

Every attempt will be made to accommodate both events operating either at a different start time or concurrently if space permits. If that is not possible, the first hold will be given notice that they must return their contract and deposits within 10 business days. If the first hold does not complete their required paperwork by the set deadline, they will be notified, in writing, their contract has been voided and the challenging organization will be able to submit their event contract and deposit within 5 business days.



Any event organizer holding a contract for more than one month (30 days) and not returning the necessary contract, deposits, and insurance; the organizer will be contacted in writing and informed that their contract is void and their date has been released. A new reservation form will need to be created for the group to maintain their date unless otherwise approved by the Stadium Manager in writing.

Item: Stadium Manager's Report

Background: Mr. Pritchard provided an update on the ongoing operations of the stadium including a discussion of previous events, facility maintenance (including capital improvement and non-capital improvement projects), program and future event bookings.

-Review of Facility Maintenance/Repairs/Protocols

-Stadium Events Schedule

Stadium Facility Maintenance Projects

- 1) Scoreboard and Sound System
 - a. Footings/Foundation will begin to be drilled November 9.
 - b. Equipment will be delivered to begin installation on November 14.
 - c. Projected project completion will be on or before December 10.
- 2) Bleacher Plank Replacement
 - a. A vendor has been selected and has been forwarded to purchasing
 - b. Install will begin after the 1st of the year. It is expected once mobilized that this phase of the project should take 4-8 weeks.
 - i. Some stadium areas will be limited or not available during the project
- 3) Field Level Storage Room – Water Proofing
 - a. Architect has brought out a contractor that has completed the caulking of joints along the walkways immediately above the storage room
 - b. Durham County General Services has arranged a contractor for sealant of the walkway. Contractor is still waiting on the delivery from their supplier on the material.
- 4) Field Level Locker Room Signage
 - a. Durham County General Services has identified a vendor and will be moving forward with new signage for the home and visitor locker room entry from the field level.



Mr. Pritchard then discussed the following Stadium schedule with The Authority:

Stadium Schedule

Date	Event
November 2, 2022	Shaw Men's Soccer
November 3, 2022	DPS Football Championship
November 5, 2022	Shaw University Football
November 7, 2022	DPS Soccer Championship
November 9-11, 2022	Charity Event
<i>November 9, 2022</i>	<i>Scoreboard Installation Begins</i>
<i>November 14, 2022</i>	<i>Evan Kramer - Start Date</i>
December 3, 2022	DPR – Reels on Wheels
<i>December 10, 2022</i>	<i>Target Scoreboard Install Completed</i>
December 13 – 15, 2022	NAIA – Move In and Practices
December 16, 2022	NAIA Senior Football Classic
December 17, 2022	NAIA Football National Championship
<i>January 9, 2023</i>	<i>Target Bleacher Install Start Date</i>
<i>February 28, 2023</i>	<i>Bleacher Project – Target Completion</i>
March 10-11, 2023	King of Spring Lacrosse
March 11, 2023	Carolina Cardinals
March 15, 2023	NHS Track - Hold
March 23, 2023	Trinity School Track Meet
April 6, 2023	Trinity School Track Meet
April 7 – April 16	Little River Fair
April 12, 2023	Trinity School Track Meet
April 20, 2023	Trinity School Track Meet
April 26, 2023	NHS Track Meet - Hold
April 27, 2023	Trinity School Track Meet
May 5, 2023	Trinity School Track Meet
May 8, 2023	DPS Soccer Championship
May 10-11, 2023	DPS Track and Field Championships
May 18 – 20, 2023	Durham Sports Commission - Event
June 3, 2023	Bimbe Festival
June 23 – 25, 2023	USATF NC Youth Outdoor Meet
<i>DCSO BLET Academy will use the venue multiple times per week for their training throughout the fall/spring.</i>	
Target Season Start Date	Team
Mid-April 2023	Tobacco Road FC (USL 2)
April 29, 2023	Carolina Flyers (AUDL)
Labor Day Weekend 2023	Shaw University Football
Northern High School should be in their new facility by Fall 2023; I have had conversations with their AD regarding some possible scenarios if there are delays. Durham Public Schools is currently working on a Neutral Site program that may start as soon as Fall 2023.	



ITEM: Durham County - General Services Department Management Update

BACKGROUND: Motiryo Keambiroiro advised The Authority that the Durham County Memorial Stadium's Manager reports to the Deputy Director of the Durham County General Services division within the Durham County government. The Director and/or Deputy Director of General Services will provide necessary updates to the Stadium Authority from Durham County leadership that impact stadium operations, including but not limited to budget planning, policies, projects, and protocols. She also stated that dollars are very tight but if The Authority can think of a project that the Commissioner should consider a request for monies it should be submitted by Nov 25th.

The last matter taken up by The Authority was the date of the next meeting which will be on February 7, 2023.

A motion was made by E'Vonne Coleman and seconded by Ed Bryson to adjourn the meeting which was unanimously approved. The meeting was adjourned at 12:50pm.

Submitted by Ed Bryson, Secretary, Durham County Memorial Stadium Authority.