



Memorial Stadium Authority – Quarterly Meeting Agenda
February 2024
Virtual Meeting via Microsoft Teams

Durham County Memorial Stadium Authority Minutes

Date: November 14, 2023

Time: Noon

Location: Virtual

In Attendance

Tyrone Wilson, Chair; E’Vonne Coleman, Vice Chair; Commissioner Nimasheena Burns, Ed Bryson; Jonathon Leach; Teah Rawlings

Also, in attendance: Zach Pritchard, County Stadium Manager; Motiryo Keambiroiro, Director General Services; Crystal Thomas, Deputy Director General Services; Nathan McKinney, County Attorney; Rob Everett, Durham Rotary Club; Erik Benson, Durham Rotary Club; Kendra Monden Durham VA Office

Absent: Charles Epps, Secretary

Chair Tyrone Wilson called the meeting to order at 12:00 PM. Vice Chair E’Vonne Coleman administered the meeting due to some intermittent technology issues for Chair Wilson.

Approval of Minutes

The minutes from the November 2023 meeting, upon motion of Ed Bryson and Second by E’Vonne Coleman to approve the minutes were unanimously approved by the Authority.

Durham Rotary Club – Flags for Heros Event

Flags for Heros event organizer, Rob Everett, from the Durham Rotary Club presented to the Authority about their upcoming Flags for Heros fundraiser event that Mr. Everett and his team proposed to host at the stadium starting in May 2024. This would be the first for the Durham Rotary clubs but other clubs throughout the region have had success with a similar program.

This event would have the rotary club volunteers stake US Flags onto the hillside on Stadium Drive. Setup would begin on or around May 16, 2024. The event plan would have flags on display from May 19, 2024 – June 8, 2024. They would have a presentation on Memorial Day (May 27, 2024) and they would expect approximately 500 people in attendance to participate in their ceremony.

- 1) Mr. Everett and his team presented the event, how the Durham community would benefit from the activation and their preliminary operations plan for the event at the stadium site.
- 2) Mr. Everett is requested that the stadium authority waive any applicable rental fees for daily usage excluding the May 27, 2024, event day. The Durham Rotary Club requested the total rental rate of \$600 for the parking lot rental for the duration of the event.

During the presentation the Authority and General Services engaged in conversations with Mr. Everett and his team regarding the operational prospective of the event.

Vice Chair Coleman acknowledged the Rotary Club and the Durham VA office relationship that have arranged a partnership as part of this event, but Ms. Coleman and Commissioner Burns both inquired about the Durham County Veteran Affairs Division. They noted the numerous programs and avenues Durham County works with veterans’



programs to support those causes. Mr. Everett and Kendra Moden (of the Durham VA) noted that Durham County Veteran Affairs division were not connected and that they would welcome the Authority helping connect them to Director Harvin-Raven.

Director Keambiroiro addressed technical concerns related to the flag installation and concerns specifically regarding the stakes being installed into the ground. Noting that the Rotary Club would be responsible for marking underground utilities, liability, returning the site to the original condition and other operational concerns. Mr. Everett recognized that there were these concerns, but they were willing to work with General Services on identifying an agreeable arrangement to host the event on location.

Commissioner Burns asked for some additional clarification about the physical setup of the event, regarding the location and an explanation of what possible concerns would be regarding the installation of the facility. Mr. Pritchard and Director Keambiroiro noted that there are a series of underground utilities that may be located underground in that location. Additionally, the hillside is used periodically as overflow parking for events. Mr. Pritchard noted that outside of one track meet in that window most of the events would not have a large attendance and based on last year's numbers the track meet did not need overflow parking due to their participation numbers.

Ms. Coleman asked about the way attendees would enter the installation. Mr. Everett shared their plan to have a table on site during key hours to talk with people that would be in attendance and visiting the display. Additionally, the Rotary Club would ask attendees to use the first drive lane from Stadium Drive and Duke Street to get into the parking lot.

Ms. Coleman looked for some schedule clarification from Mr. Pritchard to ensure that this wouldn't be taking an opportunity away from booking the facility for another function. Mr. Pritchard shared that as of the meeting there were no inquiries about Memorial Day 2024. Ms. Coleman also inquired if the Durham Rotary Club had identified a secondary location, to which Mr. Everett said that they had identified Durham County Stadium as one of their top choices but there were alternate locations they could move forward with. They did need a decision soon to help move forward their process. He also added that the requested rental reduction was a key decision in the cost as it would not be able to be utilized as a fundraiser paying full rental fees of the site for the duration of the installation.

Commissioner Burns noted that she had some concerns about the technical plan as it was presented during the meeting but that she was a yes to support the program and the fee reduction. Noting that there were several details that she wanted to make sure were clear ahead of moving forward with the site plan for the event and contingencies that she would like to see met before finalizing operations. Vice Chair Coleman echoed similar concerns about the technical component but noted in general the board was supportive of the project.

County Attorney Nathan McKinney made a couple of recommendations regarding a process forward.

A motion was made by Commissioner Burns that the Stadium Authority approve a fee reduction to the amount of \$600 and the use of the stadium grounds for the 2024 Flags for Heros Program under the contingency that the Durham Rotary Club provide a detailed event operational plan to Durham County Stadium Management and General Services by December 8, 2023. Upon review by Durham County Staff, if there are any objections to the details or additional discussion needed by the Authority, a special meeting is to be called to update the current motion. Ed Bryson seconded the motion.

The motion passed unanimously.

Stadium Manager's Update

Mr. Pritchard also gave a brief update regarding the recent and upcoming stadium events. He also noted that General Services was requested to do a budgetary review of the 10-year Capital Improvements Program for the facility for budget and that additional information were to come as budget moves forward with FY2024-2025 planning. Noting that there are still several items that are necessary to continue to compete for events like the NAIA Football Championships, CIAA Football and Track and Field Championships and other major events that the Stadium and Durham Sports Commission continue to target to grow facility usage and the impact on the greater community.



General Services Update

Deputy Director Thomas noted that the Stadium is working on moving their contracts to a DocuSign online contracting process and is actively seeking an online payment processing system to provide more options for facility users to help finalize their paperwork for facility rentals.

Authority Chair/Board Member Comments

No additional comments were made at this time.

Motion was made to adjourn the meeting by Ed Bryson and seconded by Tyrone Wilson at 1:30 PM.