



## **Durham County Memorial Stadium Authority Minutes**

### **200 E Main Commissioner's Conference Room**

**Date:** May 25, 2019

**Time:** noon

#### In Attendance

Pam Karriker, Chair; Dan Moushon, Vice-chair; Commissioner Ellen Reckhow, Tyrone Wilson, Ed Bryson

Excused Absences: Frank Davis, Billy Ruffin

Also, in attendance: Motiryo Keambiroiro, Director General Services; Deborah Booth, Deputy Director General Services; Zach Pritchard, County Stadium Manager; Ashleigh Bachert, Executive Director Durham Sports Commission, Alyssa Duke, Durham Sports Commission, Ray Ellis, Acting Asst. Stadium Manager, and Willie Darby, Durham County Attorney

#### Approval of Minutes

The minutes from the February 5, 2019 meeting were approved. Dan Moushon made the motion to approve, seconded by Commissioner Reckhow. The motion was unanimously approved.

#### Board

Willie Darby introduced our new Authority member, Ed Bryson. He graciously agreed to become secretary.

#### Durham Sports Commission

Ashleigh Bachert and Alyssa Duke gave us updates on the USATF Youth Outdoor National Championship, scheduled in the Stadium in June 25-30, 2019 and the bid on the NAIA Men's Soccer Championship. They gave the Authority a memorandum and overview of the event and the bid to host the NAIA championship. A motion was made by Commissioner Reckhow to support the Durham Sports Commission's bid. It was seconded by Dan Moushon and passed unanimously. The NAIA wants Durham to become the host for the championship on a permanent basis.

In regards to the USATF Youth Outdoor event, the Authority had previously discussed waiving the photographer's vendor fee in exchange for the use of photos in the Stadiums promotional materials but the Sports Commission needed formal agreement. A motion was made by Dan Moushon and seconded by Commissioner Reckhow to approve this waiver. The motion was unanimously approved.

#### Stadium Event Set-up Day Policies

Zach Pritchard discussed the need to charge various groups for the days that are needed for set-up in the Stadium. As the Stadium gets more and more busy, these setup days need to be charged to the client as otherwise the dates could be booked. A motion was made by Dan Moushon and seconded by Tyrone Wilson to charge clients needing to set up their events twenty five percent (25%) of the daily rental charges. The motion passed unanimously.



## Rental Fee Reduction Requests – special circumstances

Zach Pritchard advised the Authority that since the resurfacing of the track had not been completed as scheduled, the Tobacco Road FC could not play its first scheduled game at the stadium. He suggested that the rental charge for the event that day be refunded to Tobacco Road FC. A second game was scheduled to be played at the Stadium was rescheduled and played at Duke. Mr. Pritchard suggested that the Authority reduce the rental fee by \$100 per game for the remaining six games to be played at the Stadium by Tobacco Road FC. A motion was made by Commissioner Reckhow and seconded by Dan Moushon to refund Tobacco Road FC the rental fee charges paid for the rent of the Stadium because the track was not completed could not be played and reduce the rental fee for the remaining six games by \$100 per game as a onetime request due to the circumstances.

Mr. Pritchard also informed the Authority that the City of Durham was requesting the Stadium to waive all fees, including the rental fee of the Stadium as well as the cleaning fee for the E-Waste Event. A motion was made by Commissioner Reckhow and seconded by Dan Moushon to waive the rental fee and give the City the choice of either bringing in porta-potties or pay the \$500 cleaning fee for use of the restrooms.

Next Mr. Pritchard reported to the Authority that the Durham County Sheriff's Department had been using the Stadium more frequently for training purposes. Discussion followed about the advantages of having the Sheriff's Department trained and prepared for any event where they would be needed. A motion was made by Commissioner Reckhow and seconded by Dan Moushon approving the use of the Stadium by the Sheriffs Department and waiving the fees. The motion passed.

## Update on Stadium Renovation Projects

Zach Pritchard informed the Authority members present of the renovation projects for the Stadium. The contractors retained are wrapping up the North Grandstand wall; the Hammer / Discus Cage will be completed by the first week in June and the resurfacing of the track has been completed. A motion was made by Pam Karriker and seconded by Dan Moushon for approval of press releases regarding the renovations to the Stadium. The motion passed.

## Stadium Event Schedule

Mr. Pritchard advised the Authority that Shaw University would no longer be using the Stadium for athletic events as it would be holding such events closer to Raleigh.

A motion to adjourn by was made by Commissioner Reckhow and seconded by Dan Moushon at 1:25pm. The meeting was adjourned.