



**DURHAM
COUNTY**

**MEMORIAL STADIUM
Agenda Action Form**

ITEM: Stadium Authority Minutes

DATE OF STADIUM AUTHORITY MEETING: Oct 11, 2018

BACKGROUND: Minutes for August 7, 2018

RESOURCE PERSON(S): Larry Dixon

REQUEST FOR BOARD ACTION: Approval of the Minutes for August 7, 2018

STADIUM MANAGER'S RECOMMENDATION: Approval of the attached minutes

		Motion	Yes	No
<input checked="" type="checkbox"/> APPROVED	Davis	_____	✓	_____
<input type="checkbox"/> DENIED	Reckhow	_____	_____	_____
	Moushon	Motion	✓	_____
	Kerriker	_____	_____	_____
	Dixon	_____	✓	_____
	Ruffin	2nd	✓	_____
	Wilson	_____	_____	_____

DURHAM COUNTY MEMORIAL STADIUM AUTHORITY

(Minutes of the August 7, 2018 Meeting)

The Durham County Memorial Stadium Authority (the "Authority") convened at 12:00 noon on August 7, 2018 at the Durham County Memorial Stadium.

Members present: Chairman Frank Davis, Commissioner Reckhow, Dan Moushon, Billy Ruffin, Larry Dixon, Pam Karriker and Tyrone Wilson Also present were Ray Ellis, Acting Stadium Manager, Deborah Booth Assistant Director, Motiryo Keambiroiro, General Services Director. Willie Darby Assistant County Attorney. Ashley Bachert, Director of City-County Sports Commission.

The following agenda items were considered as follows:

Motion to approve June 5 2018 minutes by Larry Dixon seconded by Dan Moushon. Motion carried unanimously.

Motion made by Pam Karriker to approve minutes from closed session seconded by Dan Moushon. Motion carried unanimously.

Deborah Booth explained the rental report and concession information.

Chairman Davis wanted additional clarification of concessions and if fees could be waived by the board for certain events.

Commissioner Reckhow wanted to know why concession fees were low for some events. Deborah and Mo tried to explain. Commissioner Reckhow asked if the Board should move to a flat fee for all concessions and food trucks. Board recommended flat fees for Food truck based on projected participation levels. \$50 small events, \$100 medium events, \$300 large attendance. Board approved the food truck and cart fees. The Concessions stand will remain 20% of sales.

Mo Spoke about the power washing and some of the Capital Finance Projects to include creation of storage room under the Visitor side seating, resurfacing of the track and construction of a hammer cage, being pursued. Mo explained that various projects will be considered under Capital Improvements.

Chairman Davis informed the Board that the senior games will be held on September 26 at the stadium.

Chairman Davis discussed the track and field inventory checklist and what he felt was needed to be on that list. Chairman Davis also certain types of equipment for specific events and who would be responsible for providing the equipment.

Ashely Bachert spoke about the USATF event. Parking, Concession, Porta-John placement and the number of athletes that could participate in this event.

Allocation of funds, Sponsorships from the community would be needed for this event to be as successful as possible.

Ashely Bachert mentions that some vendor fees should be waived to vendors that might provide free service for specific events.

Motion to accept the USATF proposal request by Ashely was made by Dan Moushon seconded by Commissioner Reckhow. Motion carried.

The Board spoke briefly about the best way to move forward in the hiring process for the Stadium Authority Managers position.

Several board members volunteered to participate in a series of meetings to find the right candidates to conduct in-person and phone interviews. Additional information and update to this process will be forwarded to the board as needed.

Motion was made by Pam Karriker for the Board to go into closed session to discuss a personnel matter. Seconded by Commissioner Reckhow. Motion carried unanimously.