

COMMISSION/BOARD MINUTES

VETERANS MEMORIAL AUDITORIUM COMMISSION – August 18, 2017

The Veterans Memorial Auditorium Commission met in regular session on Friday August 18, 2017, at 10:30 A.M. in the board room at the Veterans Memorial Auditorium pursuant to the rules and regulations of the Commission.

Present: Gene Cavanaugh, Bob Mahoney, Dave Pedersen, Doug D'Arcy, City Administrator Gene Gettys, Chuck Buhman

Absent: Mayor Kate Kohorst, LaVern Holtmyer

Staff Present: Manager Tim Miller, Asst. Manager Kelli Miller

Call to order: Gene Cavanaugh called the meeting to order at 10:37 A.M.

Approve Agenda: Bob Mahoney moved that the Agenda be approved as presented. Motion seconded by Doug D'Arcy. Motion passed unanimously.

Conflicts of Interest: None stated.

Approve Minutes: Chuck Buhman moved that the minutes of the July 7th, 2017 regular meeting be approved. Motion seconded by Doug D'Arcy. Motion passed unanimously.

Bills were presented for payment: July 2017 bills were reviewed. Bob Mahoney moved to approve the bills for payment as presented. Motion seconded by Chuck Buhman. Motion passed unanimously.

Manager's Report: Manager Tim Miller reported the following:

1. Next month operations policy will be reviewed. Commission members were asked to review their copy in the Veteran Memorial Auditorium Operation Policy packets and changes will be made next meeting.
2. The outdoor Christmas lights are to the point of being dangerous because of their age and weather worn. Tim is working on getting estimates on different types and options.
3. Discussed the condition of the flag used for football games and confirmed the legion will still be presenting it.
4. The city of Harlan is working on making credit cards a payment option. Once established there will need to be a policy created and options on bar sales.
5. Bars sales minimums were brought up in the case of losing money because too low of sales, therefore the need to create a policy for a minimum sale is needed. See action below.
6. Discussed the need for gratuity for bar events. See action below.
7. Had a scare with the computer hard drive crashing and possible losing all information on it. Therefore purchased a portable hard drive storage unit for \$98 to ensure information will not be lost if the computer hard drive crashes again.
8. Discussed the option of having quarterly meeting instead of monthly. Commission members decided there are plenty of issues that arise to keep meeting monthly.
9. Kegorator is having a difficult time staying at the proper temperature. Tim will talk to refrigerator repair guy and see if worth keeping or buying a new one is better option. Did get quotes for new ones which range from \$2200 to \$2800. See action below.

Board Actions:

1. Motion was made by Bob Mahoney to establish a policy stating: in order to set up the bar sales need to exceed \$250, if it doesn't the Lessee is responsible for the deficit. Doug D'Arcy seconded the motion. Motion passed unanimously.
2. Motion was made by Chuck Buhman to establish a policy stating: Upon review and approval by state auditor, a 15% gratuity will be added to any complimentary bar items during an event. Bob Mahoney seconded the motion. Motion passed unanimously.
3. Motion was made by Doug D'Arcy to purchase a new keg cooler for up to \$3000 when the old one no longer works. Chuck Buhman seconded the motion. Motion passed unanimously.

Set/Approve Date for Next Board Meeting – the next regular meeting September 8, 2017 at 10:30 A.M.

There being no further business, the meeting was adjourned at 11:55 A.M.

CHAIRPERSON

SECRETARY