

**MINUTES OF THE
HATTIESBURG CONVENTION COMMISSION
&
MANAGEMENT**

Minutes of a regularly scheduled meeting of the Board Members of the Hattiesburg Convention Commission of the City of Hattiesburg, Mississippi, held at Branch Restaurant.

September 26, 2013

Be it remembered that on the 26th day of September, the Board Members of the Hattiesburg Convention Commission met. The meeting was called to order at **12:18 p.m.** by Andy Stetelman, Chairman of the Hattiesburg Convention Commission. The following Members of the Board were found to be present:

PRESENT

Clyde Bryant
Bud Kirkpatrick
Charles J. Brown
Lewis Myrick
Andy Stetelman

ABSENT

Aubrey Lucas

ALSO PRESENT

Marshall Bell, HTC Liaison
Frank Montague, Legal Counsel
Rick Taylor, Management
Kelly Ellis, Management

Minutes from Previous Board Meeting

Upon motion made by Lewis Myrick, duly seconded by Clyde Bryant, and after a full discussion, there was a unanimous favorable vote of the Board to approve the Minutes from the previous meeting.

Financial Report

Rick Taylor presented the current Financial Report. He indicated that the Special Sales Tax is currently running 2.7% above the same period last year. Mr. Taylor also presented the Claims Docket for the Operations and Maintenance, Revenue and Capital Expansion Funds for ratification.

Following these reports, he presented the YTD Budget Report. A motion was made by Bud Kirkpatrick, duly seconded by Charles Brown, and after full discussion, there was a unanimous favorable vote of the Board to accept the financial reports and ratify the Claims Docket as presented.

Old Business

Rick Taylor gave a status report that the Fiscal Year Ending 2013 Budget Amendments and the proposed budget for Fiscal Year Ending 2014 was presented to and approved by the Hattiesburg City Council in early September.

New Business

Mr. Montague discussed recent requests from hotel developers about purchasing or leasing land at the Convention Center campus. Upon his recommendation and consent of the Board, he will prepare a standard letter to be provided to all requests outlining the legal parameters of real estate questions relative to leasing or buying of Commission property. Upon motion by Bud Kirkpatrick and duly seconded by Clyde Bryant, the Board unanimously approved the development and implementation of a summary letter from the Commission's Legal Counsel, Frank Montague.

Rick Taylor advised the Commissioners of the donation of a grand piano by the William Carey University School of Music to the Convention Center. The Commission expressed its appreciation and asked that Lewis Myrick, a WCU Board Member, also express those thanks personally.

Operational Report

Management Report Mr. Taylor reported on the operational status of the Convention Center, Saenger Theatre, Visitors Center, African American Military History Museum at the Historic USO Club, The Hattiesburg Zoo, Eureka School and trolley operations.

With no other activities to report, upon motion made by Lewis Myrick and duly seconded by Bud Kirkpatrick, and with unanimous approval of members present, the meeting of the Hattiesburg Convention Commission was adjourned.

Respectfully submitted:



Andy Stetelman, Chair

Attest:



Richard Taylor, Executive Director

**MINUTES OF THE
HATTIESBURG CONVENTION COMMISSION
&
MANAGEMENT**

Minutes of the postponed regularly scheduled meeting for the month of July of the Board Members of the Hattiesburg Convention Commission of the City of Hattiesburg, Mississippi, held at the Lake Terrace Convention Center.

August 29th, 2013

Be it remembered that on the 29th day of August, the Board Members of the Hattiesburg Convention Commission met. The meeting was called to order at 11:43 a.m. by Andy Stetelman, Chairman of the Hattiesburg Convention Commission. The following Members of the Board were found to be present:

PRESENT

Clyde Bryant
Bud Kirkpatrick
Charles J. Brown
Lewis Myrick
Andy Stetelman
Aubrey Lucas

ABSENT

ALSO PRESENT

Marshall Bell, HTC Liaison
Frank Montague, Legal Counsel
Rick Taylor, Management
Scarlet Irby, Management
Kelly Ellis, Management

Minutes from Previous Board Meeting

Upon motion made by Bud Kirkpatrick, duly seconded by Charles Brown, and after a full discussion, there was a unanimous favorable vote of the Board to approve the Minutes from the previous meeting.

Financial Report

Rick Taylor presented the current Financial Report. He indicated that the Special Sales Tax is currently running 2.6% above the same period last year. Mr. Taylor also presented the Claims Docket for the Operations and Maintenance, Revenue and Capital Expansion Funds for ratification.

Following these reports, he presented the YTD Budget Report. A motion was made by Lewis Myrick, duly seconded by Clyde Bryant, and after full discussion, there was a unanimous favorable vote of the Board to accept the financial reports and ratify the Claims Docket as presented.

Old Business

Mr. Frank Montague gave a status report on the impending legal matter regarding the injury at Kamper Park. Mr. Montague advised the Commission that the legal matter aforementioned had been completed and all approvals by the various courts had been issued and the matter should be considered officially resolved.

New Business

Rick Taylor presented the FY2013 Amended Budget proposal. A motion was made by Aubrey Lucas, duly seconded by Bud Kirkpatrick, and after full discussion, there was a unanimous favorable vote of the Board to approve the amended budget. Subsequently, Mr. Taylor presented the Fiscal Year Ending 2014 proposed Budget. After full discussion, a motion was made by Aubrey Lucas, duly seconded by Charles Brown, there was an unanimous favorable vote of the Board to accept this proposed Budget.

A motion was made by Mr. Bud Kirkpatrick, duly seconded by Aubrey Lucas to consider going into Executive Session for the purpose of discussing a contract. A second motion was made by Mr. Lucas, duly seconded by Mr. Lewis Myrick to go into Executive Session. Both of these motions were unanimously approved by the full Board. No decisions were made while in Executive Session and a motion was made by Mr. Charles Brown, duly seconded by Bud Kirkpatrick to come out of Executive Session. This motion received unanimous approval from the Board.

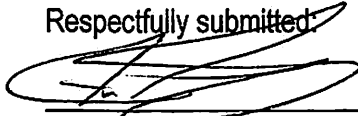
Mr. Bud Kirkpatrick made a motion to affirm the rental contract offer provided on August 15th to the Area Development Partnership for office space in the Convention Center with the addition of a statement in the contract to list all utilities to be included within the contract and to consider requests for meeting room usage for economic development recruitment efforts on a case-by-case basis. (*See full rental contract in Hattiesburg Convention Commission Official Book*). Dr. Lucas seconded this motion, and upon a full discussion, there was a unanimous favorable vote of the Board to approve the contract terms in the manner stated above.

Operational Report

Management Report Mr. Taylor reported on the operational status of the Convention Center, Saenger Theatre, Visitors Center, African American Military History Museum at the Historic USO Club, The Hattiesburg Zoo, Eureka School and trolley operations.

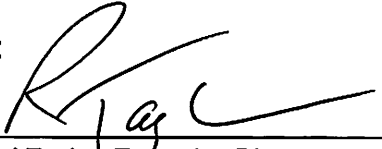
With no other activities to report, upon motion made by Lewis Myrick and duly seconded by Bud Kirkpatrick, and with unanimous approval of members present, the meeting of the Hattiesburg Convention Commission was adjourned.

Respectfully submitted:



Andy Stetelman, Chair

Attest:



Richard Taylor, Executive Director

**MINUTES OF THE
HATTIESBURG CONVENTION COMMISSION
&
MANAGEMENT**

Minutes of a regularly scheduled meeting of the Board Members of the Hattiesburg Convention Commission of the City of Hattiesburg, Mississippi, held at the Lake Terrace Convention Center.

May 23rd, 2013

Be it remembered that on the 23rd day of May, the Board Members of the Hattiesburg Convention Commission met. The meeting was called to order at **12:08 p.m.** by Andy Stetelman, Chairman of the Hattiesburg Convention Commission. The following Members of the Board were found to be present:

PRESENT

Clyde Bryant
Bud Kirkpatrick
Charles J. Brown
Lewis Myrick
Andy Stetelman
Aubrey Lucas

ABSENT

ALSO PRESENT

Marshall Bell, HTC Liaison
Frank Montague, Legal Counsel
Rick Taylor, Management
Emily Routh, Management

Minutes from Previous Board Meeting

Upon motion made by Charles Brown, duly seconded by Lewis Myrick, and after a full discussion, there was a unanimous favorable vote of the Board to approve the Minutes from the previous meeting.

Financial Report

Rick Taylor presented the current Financial Report. He indicated that the Special Sales Tax is currently running 1.0% above the same period last year. Mr. Taylor also presented the Claims Docket for the Operations and Maintenance, Revenue and Capital Expansion Funds for ratification.

Following these reports, he presented the YTD Budget Report. A motion was made by Aubrey Lucas, duly seconded by Lewis Myrick, and after full discussion, there was a unanimous favorable vote of the Board to accept the financial reports and ratify the Claims Docket as presented.

Old Business

There was no Old Business brought before the Board.

New Business

There was no New Business brought before the Board.

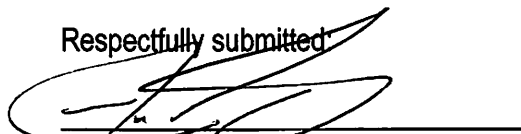
Operational Report

Legal Matters Mr. Frank Montague gave a status report on the impending legal matter regarding an injury at the raised pavilion at Kamper Park. He informed the Board that a settlement has been reached in which the Convention Commission has agreed to pay the plaintiff \$35,000 of the \$75,000 that he is owed. Mr. Montague advised Mr. Taylor to work with the ADA consultant to address the ramp and its current non-compliance with ADA guidelines.

Management Report Mr. Taylor informed the Board members of a ribbon cutting ceremony to unveil the Zoo's new Animal Hospital sponsored by Forrest Health that will take place on June 18th at 11:00am. He invited all members to attend this ceremony.

With no other activities to report, upon motion made by Lewis Myrick and duly seconded by Bud Kirkpatrick, and with unanimous approval of members present, the meeting of the Hattiesburg Convention Commission was adjourned.

Respectfully submitted



Andy Stetelman, Chair

Attest:



Richard Taylor, Executive Director

**MINUTES OF THE
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Minutes of a regularly scheduled meeting of the Board Members of the Hattiesburg Convention Commission of the City of Hattiesburg, Mississippi, held at the Lake Terrace Convention Center.

March 28th, 2013

Be it remembered that on the 28th day of March, the Board Members of the Hattiesburg Convention Commission met. The meeting was called to order at **12:09 p.m.** by Andy Stetelman, Chairman of the Hattiesburg Convention Commission. The following Members of the Board were found to be present:

PRESENT

Clyde Bryant
Bud Kirkpatrick
Charles J. Brown
Lewis Myrick
Andy Stetelman

ABSENT

Iola Williams
Aubrey Lucas

ALSO PRESENT

Marshall Bell, HTC Liaison
Frank Montague, Legal Counsel
Gene Polk, CPA
Rick Taylor, Management
Emily Routh, Management

Minutes from Previous Board Meeting

Upon motion made by Clyde Bryant, duly seconded by Bud Kirkpatrick, and after a full discussion, there was a unanimous favorable vote of the Board to approve the Minutes from the previous meeting.

Financial Report

Gene Polk presented the FYE 2012 Annual Audit. He discussed various aspects of the audit including the Actual-to-Budget analysis, Year-to-Year comparisons and he stated that the Audit showed that the reporting of financial matters to be accurate. After detailed discussion, a motion was made by Charles Brown, duly seconded by Bud Kirkpatrick to receive the Annual Report and Audit.

Subsequently, Rick Taylor presented the current Financial Report. He indicated that the Special Sales Tax is currently running 0.8% above the same period last year. Mr. Taylor also presented the Claims Docket for the Operations and Maintenance, Revenue and Capital Expansion Funds for ratification.

Following these reports, he presented the YTD Budget Report. A motion was made by Lewis Myrick, duly seconded by Clyde Bryant, and after full discussion, there was a unanimous favorable vote of the Board to accept the financial reports and ratify the Claims Docket as presented.

Old Business

There was no Old Business brought before the Board.

New Business

Motion to ratify emergency provisions to repair tornado damage – USO/ Eureka Upon motion made by Bud Kirkpatrick, duly seconded by Clyde Bryant, and upon a full and unanimous vote of the Board, the Hattiesburg Convention Commission declares that due to the effects of the February 10, 2013 tornado strike on the Historic USO Building and the Historic Eureka School causing extensive roof loss, roof damage, wall loss and damage, as well as initial and continuing water damage warrants the immediate and comprehensive reconstruction of the roof and waterlogged flooring in both facilities. Such damage and the continuing exposure to the elements is escalating damage resulting from the initial loss. Upon review and recommendation of the Commission's architect and Legal Counsel, and in conjunction with advice of the Commission's independent auditor, the Commission declares that the Emergency Provisions of the State of Mississippi Purchasing Laws are applicable and are hereby invoked to permit immediate action on these two historical structures operated by the Convention Commission. Further, the Commission declares that these Emergency Provisions are applicable retroactively to the date of the storm and forward with respect to the tornado damage.

Motion to utilize HCC funds for project cost not fundable by FEMA Upon motion made by Clyde Bryant, duly seconded by Charles Brown, and upon a full and unanimous vote of the Board, the Hattiesburg Convention Commission reaffirms that it has dedicated funding for the purposes of renovating and restoring the Historic Eureka School as a Civil Rights Museum as part of a long-term plan of redevelopment of this property in a distressed area of the City of Hattiesburg. On February 10, 2013, a tornado struck the Eureka School and destroyed more than 50% of the roof as well as damaging the support walls, followed by extensive water damage to the interior. Commission insurance will be applied in full towards the correction of this storm damage. However, indications are that the authorized coverage on the building may be insufficient to remedy the damage. The Commission hereby states that its budgeted funds for the Eureka project are solely for the funding of portions of the project that are not fundable by FEMA Public Assistance Funds. Because of this limitation on budgeted and other Commission funds, if any, the Commission may seek assistance from FEMA Public Assistance Funds to make this historical public structure whole.

Operational Report

Legal Matters Mr. Frank Montague gave a status report on the impending legal matter regarding an injury at the raised pavilion at Kamper Park. He informed the Board that matters were moving along and to expect a settlement within the next few months.

With no other activities to report, upon motion made by Bud Kirkpatrick and duly seconded by Clyde Bryant, and with unanimous approval of members present, the meeting of the Hattiesburg Convention Commission was adjourned.

Respectfully submitted,



Andy Stetelman, Chair

Attest:



Richard Taylor, Executive Director

**MINUTES OF THE
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Minutes of a regularly scheduled meeting of the Board Members of the Hattiesburg Convention Commission of the City of Hattiesburg, Mississippi, held at the Lake Terrace Convention Center.

January 24th, 2013

Be it remembered that on the 24th day of January, the Board Members of the Hattiesburg Convention Commission met. The meeting was called to order at **12:05 p.m.** by Andy Stetelman, Chairman of the Hattiesburg Convention Commission. The following Members of the Board were found to be present:

PRESENT

Clyde Bryant
Aubrey Lucas
Bud Kirkpatrick
Charles J. Brown
Lewis Myrick
Andy Stetelman

ABSENT

Iola Williams

ALSO PRESENT

Marshall Bell, HTC Liaison
Carey Varnado, Legal Counsel
Rick Taylor, Management
Anita Wright, Management
Emily Routh, Management

Minutes from Previous Board Meeting

Upon motion made by Aubrey Lucas, duly seconded by Lewis Myrick, and after a full discussion, there was a unanimous favorable vote of the Board to approve the Minutes from the previous meeting.

Financial Report

Rick Taylor presented the current Financial Report. He indicated that the Special Sales Tax is currently running 0.3% below the same period last year. Mr. Taylor also presented the Claims Docket for the Operations and Maintenance, Revenue and Capital Expansion Funds for ratification.

Following these reports, he presented the YTD Budget Report. A motion was made by Clyde Bryant, duly seconded by Aubrey Lucas, and after full discussion, there was a unanimous favorable vote of the Board to accept the financial reports and ratify the Claims Docket as presented.

Old Business

There was no Old Business brought before the Board.

New Business

There was no New Business brought before the Board.

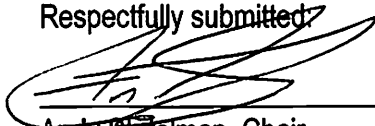
Operational Report

Legal Matters Mr. Carey Varnado gave a status report on the impending legality regarding the injury at the large pavilion at Kamper Park. He informed the Board of no change in legal matters and no other known issues at hand.

Management Report Rick Taylor informed the Board that the long period of rain has delayed the renovation and repair of the back wall at the USO. He also stated that the Eureka renovation was on schedule with Phase III and is projected to be completed sometime in April. The ground floor is projected to open by the end of 2014, which marks the 50th Anniversary of Freedom Summer. Furthermore, he reminded the Board that the Zoo's Birthday is April 13th. At this year's birthday celebration, the new Flamingo Exhibit will be unveiled, as well as the new Zebu Exhibit. All Commissioners are invited to the ribbon cutting to announce these new additions.


With no other activities to report, upon motion made by Aubrey Lucas and duly seconded by Clyde Bryant, and with unanimous approval of members present, the meeting of the Hattiesburg Convention Commission was adjourned.

Respectfully submitted,



Andy Stetelman, Chair

Attest:



Richard Taylor, Executive Director

**MINUTES OF THE
HATTIESBURG CONVENTION COMMISSION
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Minutes of a regularly scheduled meeting of the Board Members of the Hattiesburg Convention Commission of the City of Hattiesburg, Mississippi, held at the Lake Terrace Convention Center.

November 29, 2012

Be it remembered that on the 29th day of November, the Board Members of the Hattiesburg Convention Commission met. The meeting was called to order at **12:03 p.m.** by Lewis Myrick, Vice-Chair of the Hattiesburg Convention Commission. The following Members of the Board were found to be present:

PRESENT

Clyde Bryant
Aubrey Lucas
Bud Kirkpatrick
Charles J. Brown
Lewis Myrick

ABSENT

Iola Williams
Andy Stetelman

ALSO PRESENT

Marshall Bell, HTC Liaison
Doug Montague, Legal Counsel
Rick Taylor, Management
Anita Wright, Management
Emily Routh, Management

Minutes from Previous Board Meeting

Upon motion made by Charles Brown, duly seconded by Clyde Bryant, and after a full discussion, there was a unanimous favorable vote of the Board to approve the Minutes from the previous meeting.

Financial Report

Rick Taylor presented the current Financial Report. He indicated that the Special Sales Tax is currently running 5.9% above the same period last year. Mr. Taylor also presented the Claims Docket for the Operations and Maintenance, Revenue and Capital Expansion Funds for ratification.

Following these reports, he presented the YTD Budget Report. A motion was made by Aubrey Lucas, duly seconded by Clyde Bryant, and after full discussion, there was a unanimous favorable vote of the Board to accept the financial reports and ratify the Claims Docket as presented.

Old Business

There was no Old Business brought before the Board.

New Business

There was no New Business brought before the Board.

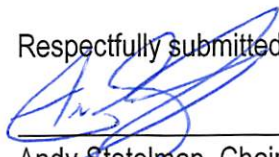
Operational Report

Legal Matters Mr. Doug Montague gave a legal report regarding the status of the injury at the large pavilion at Kamper Park. He informed the Board that the issue was in discovery at this time and promised to provide an update as it progresses.

Management Report Rick Taylor informed the Board that the Convention Commission staff members are beginning to decorate all facilities for the 2012 holiday season. The Saenger is busy with multiple shows for the holiday season, including the debut of a new performance by *Ballet Magnificat*. This show is anticipated to sell out and the staff anticipate a positive response from this production. The Visitors Center will host their annual Christmas Open House on December 12th. Mr. Taylor invited all of the Board members to attend. He also stated that the USO Museum held a special reception on Veterans Day with good attendance despite of it occurring on a legal holiday. Mr. Taylor informed the Board that the Eureka School is now on Phase II of the renovation with work occurring on schedule. He shared that his goal is to open the museum by the end of 2014, as it will be the 50th Anniversary of Freedom Summer, which is the focal point of the Museum. Lastly, Mr. Taylor reported that Zoo Boo proved to be very successful this year with an impressive increase in revenue over last year. Next week, the Zoo will begin decorating for Zoo Lights 2012.

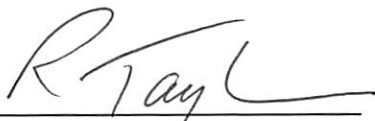
With no other activities to report, upon motion made by Aubrey Lucas and duly seconded by Charles Brown, and with unanimous approval of members present, the meeting of the Hattiesburg Convention Commission was adjourned.

Respectfully submitted:



Andy Stetelman, Chair

Attest:



Richard Taylor, Executive Director