

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

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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 28<sup>th</sup>, 2019**

Be it remembered that on the 28<sup>th</sup> day of March the Board Members of the Hattiesburg Convention Commission met. The meeting was called to order at **12:04 p.m.** by Andy Stetelman, Chairman of the Hattiesburg Convention Commission. The following Members of the Board were found to be present:

**PRESENT**

Andy Stetelman  
Aubrey Lucas  
Charlie Jones  
Charles Brown  
Clyde Bryant

**ABSENT**

Jennifer Payne

**ALSO PRESENT**

Rick Taylor, Management  
Carey Varnado, Legal Counsel  
Eduardo Baca, Facility Services  
Salem Bunkheila, Administration  
Jessica Cathey, Administration  
Danielle Herrington, Administration  
Shannon Dyse, Empower Retirement  
Craig Finn, Empower Retirement

**Minutes from Previous Board Meeting**

Upon motion made by Charles Brown and, duly seconded by Charlie Jones, 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 was up 2.7% over the same period the prior year. Rick discussed the Special Sales Tax remittance and factors effecting the revenue stream, he reminded the Board that more investigation into this matter was in progress.

Rick Taylor also presented the Claims Docket for the Operations and Maintenance, Revenue and Capital Expansion Funds for ratification. A motion was made by Charles Brown, duly seconded by Charlie Jones, and after a full discussion, there was a unanimous favorable vote of the Board to accept the financial reports and ratify the Claims Docket as presented.

Rick presented the February 26 bid results for the Hattiesburg Zoo Northwest Quadrant. He reminded the Board that during this re-bid several specifications to the project were revised. A motion was made by Charlie Jones, duly seconded by Clyde Bryant, and after a full discussion, there was a unanimous favorable vote of the Board to ratify the Zoo Northwest Quadrant Bid Award in the amount of \$3,171,600.00 to B.W. Sullivan Building Contractor, Inc. of Hattiesburg, MS.

A motion was made by Charles Brown, duly seconded by Charlie Jones, and after a full discussion, there was a unanimous favorable vote of the Board to consider going into Executive Session.

A motion was made by Aubrey Lucas, duly seconded by Clyde Bryant, and after a full discussion, there was a unanimous favorable vote of the Board to go into Executive Session for the purposes of discussing personnel matters.

A motion was made by Aubrey Lucas, duly seconded by Charlie Jones, and after a full discussion, there was a unanimous favorable vote of the Board to exit Executive Session.

A motion was made by Aubrey Lucas, duly seconded by Charlie Jones, and after a full discussion, there was a unanimous favorable vote of the Board to approve Mississippi Deferred Compensation as the Plan Sponsor for the Hattiesburg Convention Commission's retirement plan.

*Shannon Dyse and Craig Finn exited the meeting.*

### **Legal Report**

There were no legal matters to discuss at this meeting.

### **Old Business**

Eddie Baca, gave the Board an update on repairs and long-term maintenance on areas of the Hattiesburg Zoo that were found during the Association of Zoos & Aquariums (AZA) accreditation inspection. He added that the remaining repairs and updates would be completed over the next month.

Rick Taylor reminded the Board that he and staff representatives will attend the AZA Midyear Meeting and interview with the AZA Accreditation Team in Phoenix, AZ on April 14, 2019 to complete the accreditation process. He added that all recommendations presented by the accreditation team have been addressed, which include: staff restructuring, zoo signage near the train crossings and animal preventive maintenance recommendations. He added that receiving accreditation will be a great achievement for Hattiesburg and assist the Hattiesburg Zoo in attaining a broader range of animals.

### **New Business**

There was no *New Business* to discuss at this meeting.

### **Call for Other New Business**

There was no *Call for Other New Business* at this meeting.

### **Operational Report**

All operational matters were discussed in the *Old Business* portion of the meeting.

A motion was made by Aubrey Lucas to adjourn the Commission meeting. This motion was seconded by Charlie Jones and after receiving a unanimous favorable vote, the Commission Meeting was adjourned.


Respectfully submitted:



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Andy Stetelman, Chair

Attest:



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Richard Taylor, Executive Director

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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 31, 2019**

Be it remembered that on the 31<sup>st</sup> day of January the Board Members of the Hattiesburg Convention Commission met. The meeting was called to order at **12:04 p.m.** by Andy Stetelman, Chairman of the Hattiesburg Convention Commission. The following Members of the Board were found to be present:

**PRESENT**

Andy Stetelman  
Aubrey Lucas  
Charlie Jones  
Charles Brown  
Jennifer Payne  
Clyde Bryant

**ABSENT**

**ALSO PRESENT**

Rick Taylor, Management  
Carey Varnado, Legal Counsel  
Eduardo Baca, Facility Services  
Salem Bunkheila, Administration  
Jessica Cathey, Administration  
Danielle Herrington, Administration  
Jabe Mill, Topp McWhorter & Harvey, PLLC

**Minutes from Previous Board Meeting**

Upon motion made by Charles Brown and, duly seconded by Charlie Jones, 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 was up 2.1% over the same period the prior year. Rick discussed the Special Sales Tax remittance, factors effecting the revenue stream, and subsequent analysis to be conducted by the Accounting Department.

Rick Taylor also presented the Claims Docket for the Operations and Maintenance, Revenue and Capital Expansion Funds for ratification. A motion was made by Charlie Jones, duly seconded by Aubrey Lucas, and after a full discussion, there was a unanimous favorable vote of the Board to accept the financial reports and ratify the Claims Docket as presented.

The FYE 2018 Audit was presented by Jabe Mills of Topp McWhorter Harvey, PLLC. Jabe acknowledged appreciation for the Administration Department for thoroughly monitoring spending last year. He further went through the complete audit with the Commission and advised that it was an "unmodified" audit, meaning the financial reporting and accounting was in good shape for the past fiscal year.

A motion was made by Aubrey Lucas, duly seconded by Clyde Bryant, and after a full discussion, there was a unanimous favorable vote of the Board to consider going into Executive Session for the purposes of discussing the FYE 2018 Audit. A motion was made by Clyde Bryant, duly seconded by Charlie Jones, and after a full discussion, there was a unanimous favorable vote of the Board to enter Executive Session.

No action was taken during Executive Session and the meeting returned to its regular format.

A motion was then made by Aubrey Lucas, duly seconded by Charles Brown, and after a full discussion, there was a unanimous favorable vote of the Board to receive the audit as presented.

*Jabe Mills exited the meeting.*

### **Legal Report**

There were no legal matters to discuss at this meeting.

### **Old Business**

Eddie Baca, HCC Director of Engineering and Facilities Services, presented a handout entitled *Hattiesburg Convention Commission Planned Projects & Construction 2019*. He gave a detailed discussion of planned and ongoing projects at each Hattiesburg Convention Commission facility. He also updated the Board on repairs and long-term maintenance on areas of the Hattiesburg Zoo that were found during the Association of Zoos & Aquariums (AZA) accreditation inspection. He added that the remaining repairs and updates will be completed over the next two months.

Rick Taylor informed the Board that the HCC will be rebidding for the Zoo NW Quadrant project. In this re-bid, several specifications were revised. The following modifications were made: (1) substantially reduced dirt work required for the Education Pavilion; (2) A penning system change in the giraffe barn to a wood and masonry format; (3) removal of RGB lighting from the pavilion and barn; (4) relocation of the planned restrooms; and (5) removal of the De Brazza's Guenon holding building from the project.

Rick Taylor shared with the Board that the AZA Accreditation Team was complimentary of the number of city officials and board members that attended the AZA Investigative Luncheon in December. He discussed the findings from the AZA inspections. He plans to complete the recommendations through department restructuring, the addition of an HCC Horticulturist, and the updating of old exhibits. He added that he will send a response to these findings in February and explained that all required improvements should be completed in April. He and staff representatives will attend an interview in Phoenix, AZ in April to complete the accreditation request process.

Rick Taylor informed the Board that the Lake Terrace Convention Center hosted the *Light up the Night Memorial Service* in conjunction with the Grieving Parents Support Group and Forrest General Hospital. The event was moved inside due to the weather. Approximately 200 people were in attendance.

### **New Business**

There was no *New Business* to discuss at this meeting.

### **Call for Other New Business**

There was no *Call for Other New Business* at this meeting.

### **Operational Report**

All operational matters were discussed in the *Old Business* portion of the meeting.

A motion was made by Charles Brown to adjourn the Commission meeting. This motion was seconded by Charlie Jones and after receiving a unanimous favorable vote, the Commission Meeting was adjourned.

Respectfully submitted:



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Andy Stetelman, Chair

Attest:



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Richard Taylor, Executive Director

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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, 2018**

Be it remembered that on the 29<sup>th</sup> day of November the Board Members of the Hattiesburg Convention Commission met. The meeting was called to order at **12:02 p.m.** by Andy Stetelman, Chairman of the Hattiesburg Convention Commission. The following Members of the Board were found to be present:

**PRESENT**

Andy Stetelman  
Aubrey Lucas  
Charlie Jones  
Charles Brown  
Jennifer Payne  
Clyde Bryant

**ABSENT**

**ALSO PRESENT**

Rick Taylor, Management  
Carey Varnado, Legal Counsel  
Salem Bunkheila, Administration  
Danielle Herrington, Administration  
Jessica Cathey, Administration

A motion was made by Charles Brown, duly seconded by Charlie Jones and after a full discussion, there was a unanimous favorable vote of the Board to adopt the new agenda format as presented.

**Minutes from Previous Board Meeting**

Upon motion made by Charles Brown and, duly seconded by Charlie Jones, 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 was up 4.1% over the same period the prior year. Rick Taylor also presented the Claims Docket for the Operations and Maintenance, Revenue and Capital Expansion Funds for ratification. A motion was made by Aubrey Lucas, duly seconded by Clyde Bryant, and after a full discussion, there was a unanimous favorable vote of the Board to accept the financial reports and ratify the Claims Docket as presented.

During the financial reports, Danielle Herrington informed the Board that TMH CPA and Consulting Firm has begun the annual audit.

## **Legal Report**

Carey Varnado provided the Board with the *2018 Hattiesburg Convention Commission Bylaws Amendments*. A motion was made by Aubrey Lucas, duly seconded by Clyde Bryant, and after a full discussion, there was a unanimous favorable vote of the Board to accept the proposed amendments to Article 3: Section 4, Article 6: Section 4, Article 3: Section 5 of *The By-Laws of the Hattiesburg Convention Center Commission*.

A motion was made by Clyde Bryant, duly seconded by Charlie Jones, and after a full discussion, there was a unanimous favorable vote of the Board to accept the proposed amendments to Article 5: Section 3 and Article 2: Paragraph 3 of *The By-Laws of the Hattiesburg Convention Center Commission*.

## **Old Business**

Rick Taylor distributed and discussed the *October 1, 2018 Saenger Theater Agreement* between the Hattiesburg Convention Commission and The City of Hattiesburg. He proposed that this agreement be authorized to "roll-over" until either party exercised its rights of cancellation as outlined in the agreement. A motion was made by Aubrey Lucas, duly seconded by Charlie Jones, and after a full discussion, there was a unanimous favorable vote of the Board to accept the proposed *October 1, 2018 Saenger Theater Agreement*.

## **New Business**

Salem Bunkheila informed the Board that he met with the Hattiesburg Tourism Commission regarding a sponsorship of a possible Dixie Youth World Series Baseball Tournament in 2019. Bunkheila explained that the Hattiesburg Convention Commission will sponsor the Opening Ceremony by donating admissions for participants, coaches and families, as well as providing dining inside of the Hattiesburg Zoo for the players and coaches if Hattiesburg receives the bid for the conference.

Rick Taylor disseminated copies to the Board of the 2014 and 2016 responses to the PEER Committee Local Bond Projects Survey. He explained that this is a routine survey for all agencies that have received bond proceeds.

Rick Taylor informed the Board that the Lake Terrace Convention Center would host the *Light up the Night Memorial Service* in conjunction with the Grieving Parents Support Group and Forrest General Hospital. This event is free and open to anyone who is grieving the loss of a child or family member this holiday season.

Taylor informed the Board that the Hattiesburg Zoo would have a site visit from the Associations of Zoos and Aquariums. He invited the Board to attend the lunch meeting on December 4, 2018 with the AZA Representatives to discuss the Hattiesburg Zoo's governing authority. Taylor explained that during the accreditation process, the Hattiesburg Zoo is evaluated by recognized experts in the profession, and is measured against the established standards and best practices of that profession.

## **Call for Other New Business**

There was no new business to discuss at this meeting.

## **Operational Report**

Rick Taylor informed the Board that he, Salem Bunkheila and Eddie Baca met with Larry Albert to investigate the recent bid opening for the Northwest Quadrant of the zoo, including the Giraffe exhibit, pavilion, new Safari Grill, as well as restrooms and other circulation spaces. He explained that the bid came in at approximately \$2 million higher than budgeted. He stated that the majority of the costs were due to the extensive amount of dirt work, lighting for the pavilion and the specialized giraffe pens within the barn. He added that he plans to search for



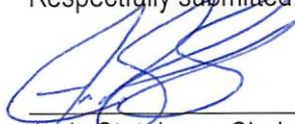
other companies that specialize in building similar pens or alternatives before following up with a rebid in February.

Andy Stetelman informed the Board that he met with David Hogan regarding the consideration of management of the Forrest County Multipurpose Center. Rick Taylor plans to follow up with Hogan to investigate potential consulting assistance.

Rick Taylor informed the Board that he would like to acquire Smith Drug near the Eureka School Museum. He plans to restore it back to the original Mobile Street building and use it as an event-based soda fountain and meeting space.

A motion was made by Aubrey Lucas to adjourn the Commission meeting. This motion was seconded by Clyde Bryant and after receiving a unanimous favorable vote, the Commission Meeting was adjourned.

Respectfully submitted:



Andy Stetelman, Chair

Attest:



Richard Taylor, Executive Director