

TWO RIVERS CONVENTION CENTER
ADVISORY COMMITTEE
MEETING MINUTES

7 January, 2002 1:30 PM
Two Rivers Convention Center

Committee Members Present:

Kelly Arnold,
Bruce Hill

Lena Elliott
Debbie Kovalik

Tilman Bishop
David Varley

Others Present:

Joe Stevens, Parks & Recreation Director

Michael Brophy, Two Rivers Convention Center Manager

1. Discussed the program for the Grand Opening on 12 January. There will be refreshments & self-guided tours of the facility.
2. Picked up ten more events for January and have had numerous inquiries. During one day we had 35 inquiries. Brophy is really pushing to get daytime meeting business as that is where we have the most time available. Have had a few inquiries from Denver for mini-conventions.
3. The committee would like to know if the Reimers will build their second hotel this year. We will invite them to our next committee meeting for an update.
4. Discussed the success of events that have already taken place such as the soft opening, the City's annual awards dinner, the HMO party with 550 people and a New Year's Eve dance.
5. The bar standard that will be used is one bartender per 125 people. Also, there will be one person assigned to restocking the bars so the bartender will not have to leave.
6. Reviewed the TRCC organizational chart. Brophy will be reviewing this during the next 6-12 months and there may be changes. They will do more with sales & marketing. They will review the custodial area to make sure the building stays looking new and fresh.
7. Brophy will produce a monthly marketing report and operations summary.
8. Donna will be dedicated to sales & marketing. She needs to work with the VCB.
9. Still working on the venting in the lobby area as it sometimes pulls in bad smells.
10. JUCO display still needs some work.
11. Discussed the client survey that will be used to get feedback from our users and made a few suggestions for changes to it. Brophy will also do a quarterly chef's table to bring in small groups to critique the food.
12. Discussed committee membership. Will leave it as it is for now, may review in the future. May want to invite users to the meetings to get their input.
13. When we get complaints, timeliness in dealing with them is critical.
14. Kovalik gave an update on the Olympic Torch Relay set for 2 February 5-7 PM. Parking will be the tough issue. Working on a shuttle system.
15. Avalon Theater Board would like City to consider taking over the operations. We are working on a proposal for this and will update committee at the next meeting.
16. Next meeting scheduled for *Monday 11 February 2002 @ 1:30 PM @ TRCC.*