

**TWO RIVERS CONVENTION CENTER  
ADVISORY COMMITTEE  
MEETING MINUTES**

8 April, 2002 11:00 AM  
Two Rivers Convention Center

Committee Members Present:

|               |                |              |
|---------------|----------------|--------------|
| Kelly Arnold, | Lena Elliott   | Bruce Hill   |
| Tilman Bishop | Debbie Kovalik | David Varley |

Others Present:

Joe Stevens, Parks & Recreation Director

Update on the operation of TRCC by Joe Stevens:

- ❖ Joe distributed a (thick) report that included financials, sales report, 1<sup>st</sup> quarter report and client surveys.
- ❖ The subsidy for the first quarter was \$17K. This looks good but we need to be cautious, as summer is the slow time. Also, we will have some capital items.
- ❖ We have some good leads and bookings for the fall. Looks like the holiday season will be pretty full.
- ❖ Reviewed some of the customer surveys. We are still working to improve the billing. Need to get the bills out sooner. Would like to automate this eventually.
- ❖ Still having HVAC problems. Still going through the punch list with the contractor.
- ❖ The concession stand is working well.
- ❖ Two weeks ago the Rotary club had its largest meeting ever.
- ❖ Need to make sure we follow up on all the leads we get.
- ❖ The bollards are now in place. They can be removed when needed.
- ❖ We have been enforcing the illegal parking. PD has given tickets. We have had some complaints.
- ❖ Still waiting for an announcement about the second hotel next to TRCC.
- ❖ Parking under the building is not well used. Might need better/more signage.

Update on the Avalon Theater

- Reviewed the guiding points that were reviewed with the Avalon Board.
- Additional staff would be required for TRCC/City to manage the theater. They would be shared with TRCC.
- Need to market the theater better. This is not currently happening.
- We are proposing a three year agreement/commitment to operate it.
- Staff will review the proposal with the City Council on April 15.

☞ Next meeting will be ***Monday, May 20, @ TRCC @ 9:00 AM***