

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

04 November 10:00 AM 2002

Two Rivers Convention Center

Committee Members Present:

Kelly Arnold,
Tilman Bishop
Michael Brophy

Lena Elliott
Joe Stevens
David Varley

Bruce Hill
Debbie Kovalik

- Introduced Angella Vallard, who is the new events coordinator. She will work with clients all through the event once a contract is signed. She will help coordinate everything for them. She will also focus her efforts on selling/booking the Avalon.
- Brophy distributed and reviewed the list of public events booked for the rest of the fall and winter at TRCC and the Avalon. Every Saturday and Sunday in December is booked.
- Brophy distributed and reviewed the quarterly report. July and August were both slow for TRCC. July is the slowest meeting month of the year. September was the busiest and highest revenue month ever for TRCC. The facility turned a profit.
- Briefly discussed TRCC's outside catering business. It is used sporadically and it is not aggressively pushed or marketed by staff.
- Brophy showed a sample of the new carpet that will be installed in the big hall/rooms. It comes in large squares and is guaranteed for 15 years. It will be installed Nov. 18-20.
- The cordless microphones have small batteries that go dead quickly. They are now using rechargeable batteries and a new/fresh one will be installed in the microphones at the beginning of each use or event.
- The recent Governor's tourism conference held at TRCC was a huge success.
- Parks will decorate the outside of TRCC and the Avalon for the holiday season similar to what is done at City Hall. This will make it fit in with the rest of Main Streets with the lights on the trees.
- Bobbie, of the Colorado Catfish Company, said it is large delivery trucks that are running over the trees and bollards out in the parking lot area. During the past three months we have lost around eight bollards.
- We should consider holding an open house at the Avalon Theater after the first of the year to show what the City is doing down there now and to encourage its use.
- Briefly discussed the goals or priorities of the Avalon Theater Board. They will now focus their efforts on fundraising. One of their top capital priorities is new dressing rooms.
- The lunch rate for the three big service clubs will increase to the market rate in January. When TRCC first opened they were given a discount for the first year and part of the deal was that their rate would then go up to the published/established rate.
- One service club might like to use the unfinished portion of the hallway at the west end of the building to display memorabilia from their club. We will get a price quote to see what it would cost to finish that area similar to the JUCO area.
- Briefly discussed a new sign for TRCC and a new one at 7th & Main Street. Kelly Arnold will look at some options for 7th & Main.
- The next meeting will be Monday **December 16, 2002 at TRCC at 11:30 AM**. Lunch will be served.