

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

21 December 2005 9:00 AM

Two Rivers Convention Center

Committee Members Present:

~~/~~ Kelly Arnold,
~~/~~ Tilman Bishop
~~/~~ Tim Seeberg

~~/~~ Lena Elliott
~~/~~ Debbie Kovalik
~~/~~ David Varley

~~/~~ Bruce Hill
~~/~~ Joe Stevens

- Tim will work on a report(s) format for TRCC information for the next committee meeting.
- Discussed the direction the Avalon will take after the recent study. Kelly will work with the three different groups to make it successful. We will look at a different operational structure for a governing board for the Theater. We will also review our relationship with Cinema at the Avalon to see if we can partner with them.
- This group needs to really focus just on TRCC.
- Every Friday and Saturday in January 2006 are already booked.
- Bruce provided a background or history of TRCC and the committee so Tim could better understand our role and why we are here.
- Tim is working with IS to set up the new PCs and software for the facility. Among other things, this will make it much easier for groups to check on available dates and rooms.
- The sound system is still a problem (especially the wireless microphones) that needs to be resolved. Tim should have some recommendations ready by the next meeting.
- Discussed when/how we are marketing TRCC and how we are now working closer with the VCB.
- We need to keep up with technological changes and what services the user groups need and want.
- The parking under the building is still underused and we should increase the signage or make it easier for people to know about this available parking.
- The School District wants to make TRCC their regular location for their various meetings.
- Tim is reviewing the internal structure or organization of TRCC to determine the best way to manage/run the facility.
- The HVAC in the old part of the facility will be replaced next year. Also, some roof repairs are needed and will be done within the next few weeks.
- The use of this facility has exceeded our expectations. We need to start doing some long range planning and budgeting for some of the bigger items such as replacement of the dishwasher.
- Someday we may need to add more break out rooms and one more large (River) room.
- The next committee meeting should be scheduled for either February or March 2006.