

A. CALL TO ORDER

A regular meeting of the Troy Daze Advisory Committee was held Tuesday, May 23, 2006 at the Troy Community Center. Meeting was called to order at 7:30 pm.

B. ROLL CALL

Cele Dilley
Cheryl Whitton
Connie Huang, Student Rep
Kessie Kaltsounis
Bob Preston

Jeff Stewart
Marilyn Musick
Kasey Wang, Student Rep
Bill Hall (left 9:10 pm)

City Staff:

Cindy Stewart
Gerry Scherlinck
Bob Matlick
Jeff Biegler

Festival Chairman:

Tom Kaszubski
Jeff Winarski
Poncho Massaini
Danielle Cheli

Others:

Resolution #TD-2006-05-74

Motion to excuse absent members, Mike Gonda and Bob Berk by Cheryl Whitton, seconded by Kessie Kaltsounis.

RESOLVED that Mike Gonda and Bob Berk are excused from the May meeting.

Yeas: All

Nays: None

MOTION CARRIED

C. APPROVAL OF MINUTES

Resolution #TD-2006-05-75

Moved by Bill Hall

Seconded by Bob Preston to approve the April 25, 2006 minutes.

RESOLVED that the minutes of the April meeting minutes are approved.

Yeas: All

Nays: None

MOTION CARRIED

D. TREASURER'S REPORT as of 4/30/06

Revenue \$172,608.76 (no change)

Expenses \$141,827.15

Only charge - operating supplies \$55.76

Resolution #TD-2006-05-76

Moved by Bill Hall

Seconded by Marilyn Musick to accept the Treasurer's Report of April 30, 2006.

RESOLVED that the Treasurer's Report of April 30, 2006 is approved.

Yeas: All

Nays: None

MOTION CARRIED

E. NEW BUSINESS

1. City Attorney Procedure Review -
Lori Bluhm is attending all City Board Meetings as a resource for members. She is also here to educate regarding the open meetings act. Provisions/violations of open meeting act.

Troy Daze is an advisory board, a governing body. Doors to meetings must be open. Currently with the door closed Troy Daze Board is in violation of the Open Meetings Act. If need to close due to noise in halls, place sign: "Meeting in Session, Please Enter Quietly".

Make people welcome to meetings, be open and honest, especially since the committee deals with money. People could say you are being influenced so you must always be beyond reproach.

People can come in and view all troy Daze meetings. Must have public comment section on all agendas. Usually that is the last item on the agenda, but if want to end on a positive note, end with member comment item. Do not have to say anything, but Lori Bluhm encourages this as last item.

People can be critical, but you will have to put up with it. They cannot make negative comments not related to performance of duties for Troy Daze Festival.

There can be a statement in the operating manual regarding no negative attacks at meetings.

Attendance: if people are not out of county do not excuse them. Members missing 5 consecutive meetings can be removed for cause per the City Charter. Your rules can be less than 5 as stated in City Charter.

Oath of office – all Board members need to be sworn in by City Clerk. Some have, some have not. It would be a good idea if you all do that.

Expenditures – members should know how to be reimbursed.

Disclosure statement – good idea to sign this since you do work with contractors & businesses. If one of you work for a contractor or a sponsor you would not want to benefit from that company.

All meetings are open to the public. You cannot prohibit anyone from video taping or audio taping your meetings. You cannot keep people from making public comments if they are not a Troy resident, but you can ask their residency.

Quorum only applies when business is taking place. Does not apply to social settings, but at these functions, you cannot deliberate or make decisions.

Must post all meetings at least 18 hours before a meeting.

Minutes must be available a few days after meeting in draft form provided to Clerk's Office. Must be on the website immediately.

All votes must occur in open session.

Public comment: if you have a meeting and have a large audience, you can limit comments but must do it at the beginning of a meeting. Propose a time limit and have the board vote on this.

Violations of open meeting act - if this occurs you can be sued in civil and criminal court.

Intentionally violating open meetings act – members would have to pay for your own legal representation. If in the line of duty, City would represent you. Violation of open meeting act is misconduct in office.

Once minutes approved – have minutes available 5 days after meeting.

Attorney – Client Privilege – if uncomfortable about something that happens, the City Attorney can issue communication confidentially (attorney – client privilege).

Email & letters are all subject to FOIA. Call attorney, do not email or write letter. No deliberations on any issue can be done via email by board members. These are subject to FOIA.

Avoid any perceived conflicts of interest.

Avoid "ex parte" communication. Everyone should have some chance to receive information. No bias among members.

Questions – If discussion on personnel, can that person request a closed session? Yes, but person must request either a closed session or open session. Need the language to make a motion to go into closed session.

Nine members on board with two student representatives who are ex officio – no vote but participatory.

Lori Bluhm is always available for questions from board members.

2. Appointment of Connie Huang and Kasey Wang to be co-chairs for P.A. Announcements.

Resolution #TD-2006-05-77

Motion by Bill Hall, seconded by Bob Preston.

RESOLVED that Connie Huang and Kasey Wang are appointed as co-chairs for PA announcements is approved.

Yeas: All

Nays: None

MOTION CARRIED

3. Little Miss Troy Pageant Proposal by Danielle Cheli.

Proposal A - for a pageant on Saturday, September 16. There are approximately 30-35 girls in Junior Miss Pageants each year. Due to large number of girls and parents, Danielle is proposing the need for a larger area than tents. Interviews at Community Center 9 -11 a.m., dress rehearsal 12 - 1:30 pm at Boulan Park Middle School and pageant from 2 - 4:30 pm @ Boulan Park Middle School. She would need 5 judges. Two minute Interview schedule would be: 9 - 9:30 am - Little Miss, 9:30 – 10 am - Pre Teen Miss, 10 -10:30 am -Young Miss, 10:30 – 11 am – Teen Miss.

Suggestion to move interviews to a week before the pageant – very long day for young girls 5-7 years old. How to pay for Boulan Park Middle School fees? Entry fee and/or ticket sales.

Projected expenses?
School ~ \$700.00
Last year \$447 – trophies, crowns, sashes
Last year \$201 – program
(decorations, flowers might be donated).

Costs? Lighting and sound will have to be through the schools.

2005 - \$707 gift certificates
\$240 Community Center rental (Saturday)

All new events need to break even.

If this is at Boulan Park Middle School at 2 p.m. on Saturday, will this affect parking at the school? Danielle feels people should have to pay \$7 parking fee and will publicize that sticker is good for the weekend.

Proposal B - Saturday, September 16 in Entertainment tent from 9 - 10:45 a.m.
No interviews or interviews one week prior to pageant.

If held at festival in the entertainment tent there would be no room fee or janitor fee. Cost savings for Proposal B.

Proposal A would be much more costly. We do have money in budget for Miss Troy - lighting and sound. And a dressing room tent – 20' x 40'

Resolution #TD-2006-05-78

Moved by Cheryl Whitton

Seconded by Kessie Kaltsounis Musick to accept Proposal B, holding the Junior Miss Troy Pageants on Saturday, September 16 at 9 am in entertainment tent.

RESOLVED that Pageant Proposal B is approved.

Yeas: Jeff Stewart, Cheryl Whitton, Bob Preston, Kessie Kaltsounis, Cele Dilley

Nays: Marilyn Musick, Bill Hall

MOTION CARRIED

4. Event Chairs Needs:

Alison Miller (new car show): needs approval for Extreme Truck Accessories involvement of face painting and balloons. The Company will pay for this in new car show area. Approval for face painting only. Extreme truck Accessories needs to submit list of what they sell for police check.

Miss Troy chair needs co-chair.

Student art: paint flats white; need student art demonstrators.

Student volunteers: Sandy has been making contacts with high schools.

Photography: entry forms on website already. Contacted high school teachers for assistance getting entries from students.

EthniCity all set.

Talent shows – applications on line.

Waffle Breakfast – Saturday/Sunday 9 am -1 pm. \$4 and no advance sales.

Senior Sensation – Carla needs to know schedule/time frame by June 10 to get in senior newsletter. Joann Stein will do bingo but they do bingo at the Community center on Fridays.

Entertainment – all spots filled but one time block waiting for Athens Jazz Band.

Outdoor Entertainment – Shirley might not be available if husband gets worse. Jeff is helping her.

Opening Ceremonies – Congressman wants \$18 for flag flown over the capital.

Miss Troy - Idea to move 20' x 40' dressing room tent closer to Entertainment Tent.

5. Plaques for booth participants tabled.

6. City co-chairs discussion - are they getting paid - No. If the Police Chief is there in uniform, he is on official police business and would be paid. When helping with entertainment, he is not paid.

7. New event proposals/bid procedure discussion

What are the City Bid procedures – develop specifications if under \$10,000 – solicit bids back from companies. Approved by Purchasing and City Manager. If over \$10,000 formal bid approved by Council. If all insurance requirements approved by Risk Management the purchase order can be submitted to Purchasing.

Stage & lighting separate if needed. Jeff Winarski donated lights in past. Has sound and electrical been bid in the past? Response: always less than what we

have been able to get from other companies. But electrical has not been bid out for many years.

High quality entertainment requires higher quality sound system and that is why a bid for sound was sent out. Bob Broquet said he could not handle what the bands needed, so the entertainment chair sought other proposals.

All entertainment will bring in revenue to the Festival and will be family friendly.

Saturday: Teen band (recommended by Police Officer Nickie Kaptur), Pointe Dance Academy, Talent Shows, Forbes Brothers.

Sunday: Ventriloquist Amazing Clark, Athens Jazz Band, Blues Band and the Sun Messengers.

Cheryl Whitton: should Board approve specs before going out?

Jeff Biegler has altered specs and sent out without board approval.

Kessie Kaltsounis: board should be told when proposals are going out.

Jeff Stewart: after Bob Broquet said he could not help him he knew he had to get other prices. Didn't know Jeff W. did lighting.

Cele Dilley: If a company comes in at a lower price and Troy Daze accepts this, what do we do about the other things Bob Broquet did?

Will board approve the bid? Yes. But ultimately it is approved by the Purchasing Director and the City Manager.

If bids go out that are changed drastically the Board need to see those prices. If there are only slight modifications that is OK.

Do we have to have a separate bid for electric, lighting, sound for rest of the Park.

Bids such as Electrical for \$8000 and Sound for \$4000 should be bid out.

Tom Kaszubski: I am not willing to lose key people and friends who have been part of Troy Daze for many years like Bob Broquet and Jeff Winarski.

Jeff Stewart apologizes for working so hard on entertainment.

Cele Dilley said when it is a drastic change she wishes he would tell them. She is not sure there should be so many bands.

Cheryl Whitton: at conventions, they usually see groups and know the style. What usually fills the tent is dance groups. Larger acts – empty tent.

Jeff Stewart: if these acts don't work, we can go back to old ways.

Kessie Kaltsounis: who will check if we have sound for entire park? What about P.A. systems and entire park for sound?

8. Hours/Parking/Advanced Tickets -

Cheryl Whitton talked to Wayne and Terry regarding Police Explorers, they wanted no drop off on Crooks Road.

Lt. Gerry Scherlinck heard the board say they want Police to enforce no drop off on Crooks and everyone pays. Wayne and Terry work for Lt. Scherlinck and the Police will handle the situation. He said there is no way to force people to pay \$7 if they are confused or didn't know the new procedure. Police will accommodate them since it will take time to educate and train people regarding drop off on Northfield Parkway.

From a PR standpoint – cannot force anyone to pay if mistake being there. It will take time to train people. Lt. Scherlinck will give direction to Wayne and Terry that every car entering Crooks will pay the \$7. He will communicate with all staff the new procedure.

Advanced tickets for parking and amusement rides will be sold at the Community Center.

9. Revised Committee Manual Review and Cash Handling Procedures – Tabled to June meeting.

10. Demographics – not done since 2004. Needs to be done by adult volunteers. Need list of questions. Discuss at the June meeting.

Old Business

Update on Contracts:

Larger contracts such as tents need to get to Purchasing. Want large tent set up on the Monday before the Festival.

Need contract for electric message boards for Crooks Road. Kessie has contact.

There is an issue with the east tennis courts this year (location for classic cars). They are being redone and there can be no cars parked on the east courts this

year. This is also the last year for parking new cars on the west tennis court. Board will have to look at the layout and revise car shows.

Pistons Hoop Trailer would like to return but with a better site - more visible.

Portable lights – 7 last year need 8 more this year.

MOTION TO ADJOURN

Resolution #TD-2006-05-79

Moved by Kessie Kaltsounis

Seconded by Marilyn Musick

RESOLVED that the Troy Daze Advisory Committee Meeting be adjourned at 9:53 pm.

Yeas: All

Nays: None

MOTION CARRIED

Cele Dilley, Chairperson

Cindy Stewart, Recording Secretary