



**Ottawa Municipal Auditorium (OMA)**  
**Advisory Board Meeting**  
Tuesday, August 16, 2016  
11:30 am – Ottawa City Hall



**Call to Order:** Board Chairman Allen Campbell called the meeting to order.

**Attendance:** Board members present: Allen Campbell, Jenny Obrecht, Blake Jorgensen, Emily Graves and Nori Hale. Staff/Guests present: Shonda Stitt, Michelle Stegman, and Glora Mathews

**Public Comments:** No public comments.

**Declaration:** No declarations from the Board.

**Agenda Approval:** A motion was made by Nori Hale to approve the agenda as presented. Motion was seconded by Jenny Obrecht. Motion carried.

**Minutes:** A motion was made by Blake Jorgensen to approve the July 19, 2016 meeting minutes as presented. Motion was seconded by Emily Graves. Motion carried.

**Board Vacancies:** Amy Carlson has applied and will be interviewed by the City Commission on August 22.

**Staff Report:**

1. Shonda Stitt gave an update on recent events and reviewed the event calendar.
2. Army Band performance on July 26<sup>th</sup> had 320 in attendance. The military flags were borrowed from the VFW for the performance. Blake Jorgensen suggested the City purchase military flags for the auditorium. Shonda will get quotes.
3. Chairman Campbell asked about volunteer comparison reports from year to year. Shonda will have that information on the next monthly report. Jenny Obrecht noted she is checking with American Eagle about volunteers.
4. Shonda Stitt reviewed the financial reports including expense and revenue reports from the Army Band and Rusty Rierson concerts.
5. A letter was sent to Franklin County Convention & Visitor's Bureau (FCCVB) asking for sponsorship of the Neil Diamond Tribute concert. Chairman Campbell added FCCVB donated \$250 for the Bop Daddies concert on September 16.

**Task List:**

1. Army Band – They have agreed to return for a second concert. They loved the acoustics in the auditorium and the hospitality shown to them. They will get some date options to Michelle Stegman. Thank you notes have been sent to show sponsors.
2. Veteran's Day – Continuing work on sponsors and advertising. The reenactment will be held November 5<sup>th</sup> instead of the 12<sup>th</sup> as originally thought, but Board agreed it wasn't a concern.
3. Neil Diamond Tribute – Staff wanted another event for the fall so an invitation was extended to Keith Allyn, who is the performer from the Willie Nelson tribute to do his Neil Diamond tribute. The date is set for Saturday, October 22<sup>nd</sup> at 7:00 pm and contract has been signed. The Board discussed ticket price and agreed to \$15 (plus tax). Discussed doing a buy one, get one special to get tickets sold closer to concert date.

4. Bop Daddies – Negotiated an agreement for their performance on September 16th at a cost of \$1,000. They will play from 6:00 – 9:00 pm in Forest Park. Shonda is working on an event flyer and will reserve the auditorium in the event of rain.
5. Chairman Campbell asked about the price of a new screen. Shonda Stitt responded she has researched a little and it looks to be between \$10,000 and \$15,000. She will do additional research.
6. Chairman Campbell expressed his concern of hosting too many events outside the auditorium because the goal is to get people into the building. Discussion followed.
7. Banner to Display at Offsite Events – A motion was made by Blake Jorgensen to approve the purchase of a banner suitable for display at events outside the auditorium. Second by Jenny Obrecht. Motion carried. There was also some discussion on a sign outside the building. Chairman Campbell suggested it be two-sided and in line with the style of the building instead of digital.
8. The City band has scheduled a Christmas concert for Sunday, December 18.

**Other Business:**

Emily Graves asked where the City stands on hiring an auditorium director. Michelle Stegman replied they have a job description and advertised earlier this year, but will advertise again and start the process over. She noted the 2017 budget allows for a director.

**Next Meeting:** Tuesday, September 20, 2016, 11:30 am at the auditorium.

**Adjourn:** Jenny Obrecht made a motion to adjourn the meeting at 12:34 pm. Second by Nori Hale. Motion carried.

Glora Mathews, Recorder