

AD HOC THEATER COMMITTEE MEETING

July 28, 2020

The Ad Hoc Theater Committee of Chardon City Council met on Tuesday, July 28, 2020, at 5:00 PM via video conferencing system, Zoom.

Members of Ad Hoc Theater Committee present: Andrew Blackley, Deborah Chuha, Heather Means.

Others present: City Manager Randy Sharpe, Law Director Benjamin Chojnacki, Clerk of Council Amy Day, Adam Rogers, Angela Hansen, Brendan Sandham, Jim Boardwine, Fred Sternfeld, Jeffrey Smock, Sara Tackett, Chris Cipriani, Cole Kornell, Jack Anthony-Ina, Karen Porter, Kelly Miloro, Mike Butt, Don Bernado, Paul Holm.

Ms. Means, Chairman, called the meeting to order at 5:00 PM.

**Approval of Minutes**

Mrs. Chuha noted two grammatical errors in the minutes of the June 16, 2020 Ad Hoc Theater Committee meeting.

No members of the Committee had any objection to the corrections.

Mr. Blackley moved and Mrs. Chuha seconded to approve the minutes of the June 16, 2020 meeting as amended.

Upon voice vote the motion passed unanimously.

**Regarding an update on facilities,** Ms. Means thanked individuals who helped remove items from the facilities. She noted that staff is looking at the budget for funds to cover cosmetic updates. She will be finalizing a list of small outstanding maintenance issues for 106 Water Street.

**Regarding the request for proposals,** the Committee thanked Park and Recreation Director, Adam Rogers, for his work on the RFP.

Ms. Means stated that a ranking system needs done for the RFP.

Committee members discussed which items are most important to them when considering a company to do theater programming.

Ms. Chuha stated that the areas of most importance for a group

taking over the space include:

1. Experience with theater
2. Longevity with theater.
3. Programs
4. Financials
5. Maintenance of the facility.

Mr. Blackley stated that the areas of most importance are:

1. Experience with emphasis with successful promotion.
2. Diversity of programs.
3. Accommodating local artists and supporting local businesses.

Ms. Means stated that the areas of most importance to her include:

1. Experience
2. Diversity of year-round programming

Mr. Sharpe stated that the main priorities of the Committee sound like: Experience, longevity and having diverse programming and collaboration with the City.

Ms. Means asked what happens after the RFPs are returned.

Mr. Sharpe recommends establishing a selection team (3-5 people) comprised of: City Manager, Park and Recreation Director, 1 member of the Committee and 2 members of the public. The team would review rank and discuss the different submittals and make a recommendation to the Ad Hoc Committee.

Committee members spoke in favor of creating a selection team.

Ms. Means asked what would be proposed to the Committee.

Mr. Sharpe stated that the Selection Team would present their top choice to the Committee.

Mr. Blackley moved and Ms. Chuha seconded to formulate a Selection Team comprised of the City Manager, Park and Recreation Director, 1 member of the Ad Hoc Committee and two members of the public.

Mr. Blackley asked how the public members will be selected.

Mr. Chojnacki stated that the Committee could allow the City Manager to appoint those individuals he sees as appropriate.

Ms. Chuha suggested that Committee members be able to make suggestions to the City Manager.

Committee members concurred.

*Upon voice vote the motion passed unanimously.*

Ms. Means stated that recommendations should be made to the City Manager by August 3.

Mrs. Chuha asked how the RFP will be distributed.

Ms. Means stated that the RFP will go out to all that have expressed an interest, and the public will be notified through the website and press release. She reviewed the timeline. A walk-through of both facilities will be held on August 7. The final date to submit the RFPs is September 14 and interviews will be determined after the RFPs are reviewed.

**EXECUTIVE SESSION** - none.

**ANY OTHER BUSINESS** -

Mr. Blackley asked if the entities are expected to maintain the buildings.

Mr. Sharpe stated that the City will take more responsibility for maintenance of the buildings, but the entities will be responsible for more day-to day-activities. It will also depend on the amount of City programming that there will be.

**ADJOURN**

Mr. Blackley moved and Mrs. Chuha seconded to adjourn. Upon voice vote the motion passed unanimously.

The meeting adjourned at 5:31 PM.

Attest:

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AMY DAY  
Clerk of Council