

DPAC OVERSIGHT COMMITTEE MEETING
September 13, 2022 – 10:00 a.m.
Durham Performing Arts Center
VIA ZOOM

The DPAC Oversight Committee met via Zoom with the following members present: Wendy Brown-Spaulling, Chuck Catotti, Nicole Oxendine, Alice Sharpe, and Craig Spitzer.

Absent: None.

Also Present: DPAC Operating Manager Megan Rindoks and Candice Terrell, City Liaison Reginald J. Johnson, Committee Clerk Juliet Black.

Chair Wendy Brown-Spaulling called the meeting to order, welcomed everyone in attendance, and asked for the roll call.

Agenda

1. **Welcome of New Members**
2. **Approval of Minutes 12/14/21 & 2/23/22**
3. **Operator Update**
4. **City Update**
5. **Committee Update**
6. **New Business**
7. **Public Comments**
8. **Adjournment**

- I. **Welcome:** Chair Brown-Spaulling allowed Craig Spitzer and Alice Sharpe the opportunity to introduce themselves. Craig is the Operating Partner of Durham Hotel and is a huge fan of DPAC. Alice is a long-time member of Durham and worked on the DPAC project before leaving the City of Durham.
- II. **Approval of Minutes:** Nicole Oxendine motioned to approve the minutes for December 14, 2021, and February 23, 2022. Craig Spitzer seconded the motion.
- III. **Operator Update:** Bob Klaus was not present. Megan Rinkoks and Candice Terrell, Senior Director of Market and Sales, gave a recap of the 2021/2022 Season in the Operator Update. **(Presentation is attached and was sent out via email from Megan).**
Questions: When does the new season begin? Megan stated the overview would consist of the season that ended in June. The new season begins in July, and their first Broadway happening this week with Frozen.
Do you use direct email marketing to send to the community? Megan has target lists for the Ambassador's Program, which is geared toward schools across North Carolina. Residents can sign up online to choose what type of communication they wish to receive. Sometimes the ticket database is utilized for a specific demographic or show type in

which a guest might attend. Candice stated they also send emails to Durham's residents. Thinking about sending out a monthly newsletter.

- IV. **City Update:** Reginald J. Johnson welcomed the new members and allowed Jina Propst, Director of General Services, to give an update on projects at DPAC.

Jina Propst reviewed the projects her department is involved with at DPAC. Current projects are the Fire Alarm routine for replacement, modification to the HVAC, which involves Spotbooth cooling, Star dressing room, and stair heating, and completing some woodwork throughout the facility, which requires touching up with a specialized contractor, and a tile replacement is underway.

Reginald J. Johnson told the new members he wished to schedule an orientation to review the Management's Agreement. He stated the annual meeting was held over the summer with the Mayor, City Manager, and executives of PAF. They are proud to say Durham will get some good shows coming from New York.

Earlier this year, the committee discussed the Capital Budget for DPAC Expenditures, a list of items DPAC requests from the City. The DPAC Oversight Committee typically reviews the items and votes on the list; however, the City Manager did review the items since the City is obligated to respond to DPAC at the end of the first quarter. The City Manager did approve the items. Reginald will speak with the Manager about how she wishes to proceed in the future as the past Manager requested the Oversight Committee review the items. This practice is not required but was done in the past.

Reginald will meet with the chair as we are one meeting short of the requirements. The Manager has not decided how the committee will present the Annual Report to Council.

- V. **New Business:** We will remove honoring MaryAnn Black from this agenda, which will be added to the December meeting.

Chair Brown-Spaulling discussed setting an additional date to maintain compliance with the City. Chuck Catotti motioned to schedule the meeting for October 11, 2022. Alice Sharpe seconded the motion. The committee unanimously agreed on Tuesday, October 11, 2022.

- VI. **Public Comments:** Two residents attended the meeting – Former Mayor Bill Bell and Angel Dozier. Mayor Bell stated the meeting was exciting as he has a special place in his heart for DPAC and was grateful for their work. He wanted to congratulate them.

Angel Dozier is very excited about the work they are doing in the community as well. She looks forward to attending future meetings.

- VII. **Adjournment** – 11:25 am