



**TRICENTENNIAL CELEBRATION COMMISSION
EXECUTIVE COMMITTEE MEETING MINUTES
FRIDAY, SEPTEMBER 14, 2018 at 8:30 AM
TRICENTENNIAL OFFICE, 101 S. SANTA ROSA**

Executive Committee Members Present:	Dr. Cynthia Teniente-Matson, <i>President & Co-Chair</i> ; Lionel Sosa, <i>Vice President & Co-Chair</i> ; Father David Garcia, <i>Co-Chair</i>
Executive Committee Members Absent:	Dr. John Folks, <i>Co-Chair</i> ; Dr. Alfonso Chiscano, <i>Co-Chair</i>
Tricentennial Staff Present:	Carlos Contreras, <i>Director</i> ; Ann Eaton, <i>Deputy Director</i> ; Mark Ramirez, <i>Department Fiscal Supervisor</i> ; Laura Elizabeth Mayes, <i>Communications Strategist</i> ; Navia Sedeño, <i>Management Analyst</i> ; Alyssa Esparza, <i>Serve 300 SA Coordinator</i>
Others Present:	Sherry Lambeck, <i>Tricentennial Treasurer</i> ; Melanie S. Keeton, <i>Assistant Director of Finance</i> ; Steve Whitworth, <i>Assistant City Attorney</i> ; Cecily Hope Pretty, <i>Senior Administrative Assistant (OCC)</i> ; Robert Rivard, <i>Rivard Report</i>

President Dr. Cynthia Teniente-Matson called the meeting to order at 8:36 am.

1. Approval of Minutes from the Meeting on August 3, 2018

Father David Garcia moved to approve the minutes from the August 3, 2018 Tricentennial Celebration Commission Executive Committee meeting. Vice President Lionel Sosa seconded the motion. The motion carried unanimously by those present.

2. President's Report

Dr. Matson stated that she attended the Sister Cities International Youth Leadership Summit on behalf of the Tricentennial Commission. She noted that the 2019 summit would be held in Houston and suggested that the City of San Antonio collaborate to host visiting students. She stated that the structure that held the Tricentennial Commemorative Flame was removed from Main Plaza and would be housed and utilized at Texas A&M University – San Antonio.

No action was required for Item 2.

3. Executive Director's Report

Mr. Carlos Contreras stated that staff met with airport concessionaires to discuss Tricentennial product placement. He noted that sales would be focused around the Tricentennial book and staff drafted memoranda of understanding and price sheets.

Ms. Ann Eaton stated that the concessionaires expressed interest in selling tote bags and t-shirts in addition to the book. She noted that a long-term agreement was necessary with Trinity Press for book sales.

Mr. Contreras stated that Tom Payton of Trinity University Press was invited to the next Tricentennial Commission meeting to provide a book sales update. He noted that the Commission needed to decide what to do with the Tricentennial truck as it must be liquidated at the end of the year. He recommended a fundraising event with proceeds benefitting a local non-profit or cause aligned with the Tricentennial guiding principles. He stated that book revenues would likely continue past the dissolution of the Tricentennial Commission and could also be allocated to a non-profit or cause.

No action was required for Item 3.

4. Budget Update

Ms. Melanie Keeton distributed balance sheets and income statements through August 2018. She noted July revenues collected at \$760,000 and expenses at \$81,000 with the bulk of revenues from non-Founders' Day Gala pledges. She reviewed outstanding gala and non-gala pledges and noted that projected expenses were covered for the remainder of the year.

Fr. Garcia asked of efforts to collect outstanding gala pledges. Ms. Eaton replied that staff was working with donor amounts at \$15,000 or below and Secretary Mary Rose Brown was working with all others.

Ms. Keeton stated that Frost Bank requested that their \$30,000 pledge be split into two payments in 2019 and 2020 and staff needed to decide how to accept payments collected after the dissolution of the Commission. She noted an ending net income of \$270,000 if all anticipated revenues were collected.

Treasurer Sherry Lambeck asked if remaining net balances would be added to the Legacy Gift. Mr. Contreras replied that it would be subject to Commission approval.

Ms. Keeton stated that staff would meet with Eli Mendoza of Garza/Gonzalez and Associates to prepare for the planned Fiscal Year 2018 Audit. She noted that audit results were anticipated for presentation in January 2019.

No action was required for Item 4.

5. Update on Fall Events

Robert Rivard stated that programming for CityFest was still in development and suggested the addition of a Tricentennial book author panel to include book sales. He noted that staff was responsive to concerns regarding affordability and accessibility so Friday CityFest events would be free to the public. He stated that he planned to ask VIA for complimentary shuttle service on Saturday from CityFest to Luminaria.

Mr. Contreras suggested utilizing river barges as an alternative form of transportation from CityFest to Luminaria.

Mr. Rivard stated that keynote speaker Gil Penalosa offered to conduct a second keynote presentation at a local university and suggested that Texas A&M University – San Antonio host him. He noted that panels were currently planned without overlap to ensure full audiences. He stated that ticket prices would be \$100 for the panels and \$250 for panels and attendance at the CityFest Gala. He noted that additional sponsorships could lower the ticket prices and staff was considering ticket scholarships or discount ticket prices for students.

Ms. Eaton asked if events would be livecast. Mr. Rivard replied that the events would be on Facebook Live as well as filmed for archival purposes.

Mr. Rivard requested feedback on potential panel participants and topics and highlighted the importance of equity in speaker and subject selection.

Ms. Eaton stated that the Tricentennial Office was assisting with preparations for El Grito. She noted that Shanon Shea Miller of the Office of Historic Preservation would present to the Commission on sponsorship for a potential culinary exchange with New Orleans. She stated that staff would meet with the San Antonio Parks Foundation regarding New Year's Eve.

Mr. Contreras stated that the Witte Museum was planning to host the San Antonio Jazz Suite to perform a musical score representing the history of San Antonio and requested Tricentennial sponsorship at \$10,000.

Vice President Sosa and Fr. Garcia spoke in support of the sponsorship and asked that it be brought to the full Commission for approval.

No action was required for Item 5.

6. Update on Serve 300 Day

Ms. Eaton stated that the final Serve 300 Day would be held on October 13th. She noted that 470 volunteers were needed for the proposed projects. She stated that projects were themed around sustainability and marketing collateral would be refreshed for the event. She asked that Commissioners participate at the project sites.

No action was required for Item 6.

7. Tricentennial Commission Meeting – Thursday, September 27th

Mr. Contreras stated that the agenda for the upcoming meeting would be similar to that presented to the Executive Committee in addition to a tentative book sales update.

No action was required for Item 7.

8. New Business/Announcements

Item 8 was not addressed.

ADJOURNMENT

There being no further discussion, Dr. Matson adjourned the meeting at 9:53 am.

Respectfully submitted,

*Cecily Hope Pretty
Office of the City Clerk*

APPROVED:



DR. CYNTHIA TENIENTE-MATSON, President
Tricentennial Celebration Commission

ATTEST:



MARY ROSE BROWN, Secretary
Tricentennial Celebration Commission