



**TRICENTENNIAL CELEBRATION COMMISSION  
EXECUTIVE COMMITTEE MEETING MINUTES  
MONDAY, NOVEMBER 19, 2018 at 4:30 PM  
TRICENTENNIAL OFFICE, 101 S. SANTA ROSA**

<b>Executive Committee Members Present:</b>	Dr. Cynthia Teniente-Matson, <i>President &amp; Co-Chair</i> ; Lionel Sosa, <i>Vice President &amp; Co-Chair</i> ; Father David Garcia, <i>Co-Chair</i> ; Dr. John Folks, <i>Co-Chair</i>
<b>Executive Committee Members Absent:</b>	Dr. Alfonso Chiscano, <i>Co-Chair</i>
<b>Tricentennial Staff Present:</b>	Carlos Contreras, <i>Director</i> ; Ann Eaton, <i>Deputy Director</i> ; Mark Ramirez, <i>Department Fiscal Supervisor</i>
<b>Others Present:</b>	Melanie S. Keeton, <i>Assistant Finance Director</i> ; Steve Whitworth, <i>Assistant City Attorney</i> ; Cecily Hope Pretty, <i>Senior Administrative Assistant (OCC)</i> ; Mary Jane Verette, <i>San Antonio Parks Foundation</i>

President Dr. Cynthia Teniente-Matson called the meeting to order.

**1. Approval of Minutes from the Meeting on September 14, 2018**

Father David Garcia moved to approve the minutes from the September 14, 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 noted her participation in Texas A&M University – San Antonio's Day of Service and the final Serve 300 Day. She highlighted the events of Luminaria, CityFest, and the San Antonio Women's Chamber of Commerce.

No action was required for Item 2.

**3. Executive Director's Report**

Ms. Ann Eaton highlighted the Trecentennial and Diwali Festival. She noted that the Tricentennial store hosted a merchandise sale the previous Friday and items would be discounted until the store's planned closure in mid-December.

Fr. Garcia asked of plans for merchandise that was not sold. Mr. Carlos Contreras replied that merchandise could be donated if necessary.

Ms. Eaton stated that staff was working with Trinity Press to identify an event in December for the Tricentennial to highlight its gift of Tricentennial books to local schools, institutions of higher education, and libraries.

No action was required for Item 3.

#### **4. Budget Update**

Ms. Melanie Keeton stated that operations were slowing and additional revenues would be minimal through the end of the year. She noted that staff continued to work on outstanding pledges totaling \$70,000 and outlined expenditures for October 2018. She stated that the Commission would need to provide direction regarding ending balances.

No action was required for Item 4.

#### **5. Discussion of Fall Events**

Mr. Contreras stated that staff communicated with the San Antonio Parks Foundation regarding a potential sponsorship for New Year's Eve. He invited Ms. Mary Jane Verette, CEO of the Parks Foundation, to present.

Ms. Verette stated that the Parks Foundation wanted to provide a suitable finale to the Tricentennial year. She described talent secured for the event and stated that the Tricentennial would have access to two screens to display videos and messages. She noted that there were no sponsorship conflicts so the Tricentennial was free to brand as they wished.

Dr. Matson asked if there would be any special events to which Tricentennial sponsors could be invited. Ms. Verette replied that there would be a private event at the Boulevard Ballroom and the Tricentennial could designate attendees.

Dr. John Folks asked of the sponsorship cost. Mr. Contreras replied that the Parks Foundation was requesting \$45,000. He noted that the amount was within what had been allocated for fall events.

Mr. Contreras thanked Ms. Verette for the presentation.

Ms. Eaton stated that the bronze statue of Francisco Madero would be dedicated on November 20<sup>th</sup> in its new location. She noted that placement was selected with the assistance of the Department of Arts and Culture and the Mexican Consulate. She stated that the culinary exchange with New Orleans would take place on November 27<sup>th</sup> in New Orleans and on December 3<sup>rd</sup> in San Antonio. She noted that students from St. Philip's, the Art Institute of San Antonio, and the Culinary Institute of America would participate.

Item 5 was continued until after the Executive Session.

## **6. Recap of Serve 300 Day – October 13**

Ms. Eaton stated that the final Serve 300 Day took place on October 13<sup>th</sup>. She noted that there were 500 participants in seven projects. She stated that staff organized a food drive to benefit the San Antonio Food Bank with a goal of 1,718 pounds in donations and an ending donation total of 5,000 pounds. She noted that Serve 300 events throughout the year generated 19,000 service hours from 6,000 volunteers for a fiscal impact of \$480,000. She stated that Dr. Steve Nivin would be engaged to generate a post-Tricentennial economic impact assessment.

Fr. Garcia asked if a report on the Tricentennial's accomplishments would be presented to the City Council. Mr. Contreras replied that it would likely occur following the completion of the assessment and the current financial audit.

No action was required for Item 6.

## **7. New Business/Announcements**

Mr. Contreras noted that the Commission needed to approve disposition of the Tricentennial truck. He recommended donating it to one of the Tricentennial's major partners.

Dr. Matson suggested that the donation be made in support of the Tricentennial's guiding principles and recommended that it be given to the Department of Arts and Culture.

Assistant City Attorney Steve Whitworth stated that a donation of this nature was advisable. Mr. Contreras added that the City Attorney's Office did not currently recommend a directive regarding leftover proceeds as claims may continue to be made. He stated that the City could oversee the fiscal dissolution of the corporation.

Ms. Keeton noted that the City would reabsorb any residual assets once all claims were settled.

No action was required for Item 7.

## **EXECUTIVE SESSION**

Dr. Matson recessed the meeting into Executive Session at 5:34 pm to discuss matters posted pursuant to Texas Government Code, Section 551.071, Attorney-Client Consultation.

## **RECONVENED**

Dr. Matson reconvened the meeting at 6:08 pm and announced that no action had been taken in Executive Session. Item 5 was continued at this time.

## **5. Discussion of Fall Events**

Fr. Garcia moved to approve a sponsorship not to exceed \$50,000 for enhancements to the San Antonio Parks Foundation's New Year's Eve event. Dr. Folks seconded the motion. The motion carried unanimously by those present.

Ms. Eaton stated that staff was working with the Information Technology Services Department to leverage existing social media and website accounts to support other City departments and initiatives once the Tricentennial year concluded.

**ADJOURNMENT**

There being no further discussion, Dr. Matson adjourned the meeting at 6:17 pm.

*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*