

MINUTES
STAFFORD CENTRE COMMITTEE MEETING
MONDAY, OCTOBER 14, 2024

On the 14th day of October, 2024 at 12:00 p.m., the Stafford Centre Committee of Stafford, Texas met in regular session at the Stafford Centre in said City. The following members of the Committee were present: Vice-Chair Chen and Committee Member Virginia Rosas. Absent: Chairperson Xavier Herrera. The following City Staff were present: Director of Recreation Susan Ricks, FMSquared President Bryan Blaum, Assistant General Manager Rebecca Hathorn, and Assistant City Secretary Shandra Phillips.

1. Call meeting to order.

Vice-Chair Chen called the meeting to order at 12:10 p.m.

2. Approval of minutes for Stafford Centre Committee Meeting held on August 12, 2024.

Committee Member Rosas made a motion to approve the minutes for the Stafford Centre Committee meeting held on August 12, 2024, and Vice-Chair Chen seconded the motion. Vice-Chair Chen and Committee Member Rosas voted "Aye"; "Nay" – none. Motion carried 2-0.

3. Discussion and Consideration regarding a request by Doray Castillo for a deposit refund from their cancelled event on September 27, 2024 at the Civic Center.

Director of Recreation Susan Ricks advised that due to complications with the client's Visa, the client cancelled the event. She also advised that this was a rescheduled date.

After a brief discussion, Committee Member Rosas made a motion to not approve the request by Doray Castillo for a deposit refund from their cancelled event on September 27, 2024 at the Civic Center, and Vice-Chair Chen seconded the motion. Vice-Chair Chen and Committee Member Rosas voted "Aye"; "Nay" – none. Motion carried 2-0.

4. Discussion and Consideration regarding a request by Bangladesh American Society of Greater Houston to transfer their deposit at the Civic Center from their cancelled event on August 17, 2024 to December 21, 2024.

Director of Recreation Susan Ricks advised that due to complications with the client's Visa, the client cancelled the event.

After a brief discussion, Vice-Chair Chen made a motion to approve the request by Bangladesh American Society of Greater Houston to transfer their deposit at the Civic Center from their cancelled event on August 17, 2024 to December 21, 2024, and Committee Member Rosas seconded the motion. Vice-Chair Chen and Committee Member Rosas voted "Aye"; "Nay" – none. Motion carried 2-0.

5. Discussion and Consideration regarding a request by JD Stars Productions, LLC for a deposit refund for their cancelled event on November 02, 2024 at the Civic Center.

After a brief discussion, Vice-Chair Chen made a motion to transfer their deposit until October 14, 2025 for their cancelled event on November 02, 2024 at the Civic Center, and Committee Member Rosas seconded the motion. Vice-Chair Chen and Committee Member Rosas voted “Aye”; “Nay” – none. Motion carried 2-0.

6. Discussion and Consideration regarding a request by Ralph Mitchell for a refund of fees from their cancelled event on September 14, 2024 at the Civic Center.

After a brief discussion, Vice-Chair Chen made a motion to transfer the fees paid until October 14, 2025 for their cancelled event on September 14, 2024 at the Civic Center, and Committee Member Rosas seconded the motion. Vice-Chair Chen and Committee Member Rosas voted “Aye”; “Nay” – none. Motion carried 2-0.

7. Discussion and Consideration regarding a request by Nisha Gidwani to transfer their deposit at the Civic Center from their cancelled event on September 29-October 04, 2024 to August 17-23, 2025.

After a brief discussion, Vice-Chair Chen made a motion to approve the request by Nisha Gidwani to transfer their deposit at the Civic Center from their cancelled event on September 29-October 04, 2024 to August 17-23, 2025, and Committee Member Rosas seconded the motion. Vice-Chair Chen and Committee Member Rosas voted “Aye”; “Nay” – none. Motion carried 2-0.

8. Discussion and Consideration regarding a request by Another Tabb Production to transfer their deposit at the Civic Center from their cancelled event on October 13, 2024 to a future date.

After a brief discussion, Committee Member Rosas made a motion to approve the request by Another Tabb Production to transfer their deposit at the Civic Center from their cancelled event on October 13, 2024 to a future date within one year, and Vice-Chair Chen seconded the motion. Vice-Chair Chen and Committee Member Rosas voted “Aye”; “Nay” – none. Motion carried 2-0.

9. Discussion and Consideration regarding a request by the SMSD Athletic Booster Club for the City to co-sponsor their Athletic Banquet on December 03, 2024 at the Stafford Centre.

After a brief discussion, Committee Member Rosas made a motion to approve the request by the SMSD Athletic Booster Club for the City to co-sponsor their Athletic Banquet on December 03, 2024 at the Stafford Centre as presented, and Vice-Chair Chen seconded the motion. Vice-Chair Chen and Committee Member Rosas voted “Aye”; “Nay” – none. Motion carried 2-0.

10. Discussion and Consideration regarding a request by the Indo-American Association Houston to waive their deposit at the Stafford Centre from their event on June 30, 2024.

After a brief discussion, Vice-Chair Chen made a motion to not approve the request by the Indo-American Association Houston to waive their deposit at the Stafford Centre from their event on June 30, 2024, and Committee Member Rosas seconded the motion. Vice-Chair Chen and Committee Member Rosas voted "Aye"; "Nay" – none. Motion carried 2-0.

11. Discussion and Consideration regarding a request by the Indo-American Association Houston to waive their deposit at the Stafford Centre from their cancelled event on September 28, 2024.

After a brief discussion, Committee Member Rosas made a motion to approve the request by the Indo-American Association Houston to waive their deposit at the Stafford Centre from their cancelled event on September 28, 2024 and for FMSquared President Bryan Blaum to provide the clients with a letter of education on the Stafford Centre, and Vice-Chair Chen seconded the motion. Vice-Chair Chen and Committee Member Rosas voted "Aye"; "Nay" – none. Motion carried 2-0.

12. Discussion and Consideration regarding the Request for Proposal (RFP) for the Stafford Centre Management Company.


Director of Recreation Susan Ricks and the Committee Members discussed the previous Request for Proposal (RFP) and contract.

After a brief discussion, the consensus from the committee was to refer the item to the Finance Committee.

13. Adjournment.

Without objection, the meeting was adjourned at 1:18 p.m.

ATTEST:



Shandra Phillips
Assistant City Secretary



Xavier Herrera
Committee Chairperson