

MINUTES
STAFFORD CENTRE COMMITTEE MEETING
MONDAY, JUNE 10, 2024

On the 10th day of June, 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: Committee Members Virginia Rosas, Alice Chen, and Xavier Herrera. Absent: None. The following City Staff were present: FMSquared President Bryan Blaum, Assistant General Manager Rebecca Hathorn, Director of Recreation Susan Ricks, Administrative Assistant of Recreation Stefanie Plata, and Assistant City Secretary Shandra Phillips.

1. Call meeting to order.

Committee Member Rosas called the meeting to order at 12:05 p.m.

2. Approval of minutes for Stafford Centre Committee Meeting held on April 22, 2024.

Committee Member Chen made a motion to approve the minutes for the Stafford Centre Committee meeting held on April 22, 2024, and Committee Member Herera seconded the motion. Committee Members Rosas, Chen, and Herrera voted "Aye"; "Nay" – none. Motion carried 3-0.

3. Discussion and Consideration regarding the Election of a Chairperson for the Committee.

Committee Member Rosas made a motion to appoint Committee Member Herrera as Chairperson, and Committee Member Chen seconded. Committee Members Chen, Rosas, and Herrera voted "Aye"; "Nay" – none. Motion carried 3-0.

4. Discussion and Consideration regarding the Election of a Vice-Chair for the Committee.

Chairperson Herrera made a motion to appoint Committee Member Chen as Vice-Chair, and Committee Member Chen seconded. Chairperson Herrera and Committee Members Rosas and Chen voted "Aye"; "Nay" – none. Motion carried 3-0.

5. Discussion and Consideration regarding the City's Independence Day Celebration on July 03-04, 2024.

Director of Recreation Susan Ricks advised that the Fourth of July committee had selected Cecil Willis and Shirleen Willis as this year's honorees and would be providing the recommendation to City Council.

After a brief discussion, the consensus from the Committee was to refer the City's Independence Day Celebration honorees to City Council for consideration.

6. Discussion and Consideration regarding a request by the SMSD Education Foundation for the City to sponsor their gala on April 04, 2025 at the Stafford Centre.

After a brief discussion, Chairperson Herrera made a motion to approve a co-sponsorship in the amount of \$3,700 and with the City of Stafford being recognized, and Committee Member Rosas seconded the motion. Chairperson Herrera, Vice-Chair Chen, and Committee Member Rosas voted “Aye”; “Nay” – none. Motion carried 3-0.

7. Discussion and Consideration regarding a request by Geneva Jones for a deposit refund of \$1,000.00 for their cancelled event on August 03, 2024 at the Stafford Centre.

After a brief discussion, Committee Member Rosas made a motion to approve the request by Geneva Jones for a deposit refund of \$1,000.00 for their cancelled event on August 03, 2024 at the Stafford Centre, and Vice-Chair Chen seconded the motion. Chairperson Herrera, Vice-Chair Chen, and Committee Member Rosas voted “Aye”; “Nay” – none. Motion carried 3-0.

8. Discussion and Consideration regarding a request by Raees Ahmed for a deposit refund of \$1,500.00 for their cancelled event on August 14, 2024 at the Stafford Centre.

Assistant General Manager Rebecca Hathorn advised that due to a severe medical emergency the client cancelled the event. She also advised that the client reserved the Stafford Centre multiple times a year.

After a brief discussion, Committee Member Rosas made a motion to approve the request by Raees Ahmed for a deposit refund of \$1,500.00 for their cancelled event on August 14, 2024 at the Stafford Centre, and Chairperson Herrera seconded the motion. Chairperson Herrera, Vice-Chair Chen, and Committee Member Rosas voted “Aye”; “Nay” – none. Motion carried 3-0.

9. Discussion and Consideration regarding a request by Madihah Asif for a deposit refund of \$2,000.00 for their cancelled event on July 05-06, 2024 at the Stafford Centre.

Assistant General Manager Rebecca Hathorn advised that due to a medical emergency the client cancelled the event on July 06, 2024.

After a brief discussion, Vice-Chair Chen made a motion to approve the request by Madihah Asif for a deposit refund of \$1,000.00 for their cancelled event on July 06, 2024 at the Stafford Centre, and Chairperson Herrera seconded the motion. Chairperson Herrera, Vice-Chair Chen, and Committee Member Rosas voted “Aye”; “Nay” – none. Motion carried 3-0.

10. Discussion and Consideration regarding a request by Shantell Manning to transfer their June 08, 2024 event deposit to a future date at the Civic Center.

Administrative Assistant of Recreation Stefanie Plata advised that due to severe health reasons the client cancelled the event.

After a brief discussion, Vice-Chair Chen made a motion to approve the request by Shantell Manning to transfer their June 08, 2024 event deposit to a future date at the Civic Center, and Chairperson Herrera seconded the motion. Chairperson Herrera, Vice-Chair Chen, and Committee Member Rosas voted “Aye”; “Nay” – none. Motion carried 3-0.

11. Discussion and Consideration regarding a request by Doray Castillo to transfer their deposit at the Civic Center from June 14, 2024 to September 27, 2024.

Administrative Assistant of Recreation Stefanie Plata 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 Doray Castillo to transfer their deposit at the Civic Center from June 14, 2024 to September 27, 2024, and Chairperson Herrera seconded the motion. Chairperson Herrera, Vice-Chair Chen, and Committee Member Rosas voted “Aye”; “Nay” – none. Motion carried 3-0.

12. Discussion and Consideration regarding a request by Rajumon Narayanan to transfer their August 10, 2024 event deposit to a future date in 2025 at the Civic Center.

Administrative Assistant of Recreation Stefanie Plata 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 Rajumon Narayanan to transfer their August 10, 2024 event deposit to a future date by June 10, 2025 at the Civic Center, and Chairperson Herrera seconded the motion. Chairperson Herrera, Vice-Chair Chen, and Committee Member Rosas voted “Aye”; “Nay” – none. Motion carried 3-0.

13. Discussion and Consideration regarding a request by Michelle Sharp, Adva Productions for a deposit refund for their cancelled November 2024 event at the Civic Center.

After a brief discussion, Chairperson Herrera made a motion to approve the request by Michelle Sharp, Adva Productions for a deposit refund for their cancelled November 2024 event at the Civic Center, and Vice-Chair Chen seconded the motion. Chairperson Herrera, Vice-Chair Chen, and Committee Member Rosas voted “Aye”; “Nay” – none. Motion carried 3-0.

14. Discussion and Consideration regarding a request by the SMSD Band for the City to co-sponsor their concerts at the Stafford Centre on December 10, 2024 and May 13, 2025.

After a brief discussion, Committee Member Rosas made a motion to approve the request by SMSD Band for the City to co-sponsor their concerts at the Stafford Centre on December 10, 2024 and May 13, 2025 in the amount of \$500, and Chairperson Herrera seconded the motion. Chairperson Herrera, Vice-Chair Chen, and Committee Member Rosas voted "Aye"; "Nay" – none. Motion carried 3-0.

15. Discussion and Consideration regarding purchasing an LED wall for the Stafford Centre theater.

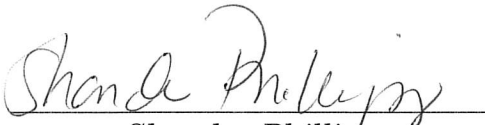
FMSquared President Bryan Blaum requested to table the item.

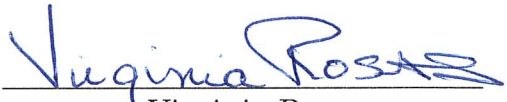
No action was taken.

16. Adjournment.

Without objection, the meeting was adjourned at 1:10 p.m.

ATTEST:


Shandra Phillips
Assistant City Secretary


Virginia Rosas
Committee Chairperson