

MINUTES  
STAFFORD CENTRE COMMITTEE MEETING  
MONDAY, FEBRUARY 13, 2023

On the 13<sup>th</sup> day of February, 2023 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: Chairperson Wen Guerra (arrived at 12:26 p.m.), Vice-Chair Alice Chen, and Committee Member Don Jones. Absent: none. The following City Staff were present: Director of Recreation Susan Ricks, FMSquared President Bryan Blaum, Administrative Assistant of Recreation Stefanie Plata, and Assistant City Secretary Shandra Phillips.

1. Call meeting to order.

Vice-Chair Chen called the meeting to order at 12:18 p.m.

2. Approval of minutes for Stafford Centre Committee Meeting held on November 14, 2022 and January 12, 2023.

Committee Member Jones made a motion to approve the minutes for the Stafford Centre Committee meeting held on November 14, 2022 and January 12, 2023, and Vice-Chair Chen seconded the motion. Vice-Chair Chen and Committee Member Jones voted "Aye"; "Nay" – none. Motion carried 2-0.

3. Discussion and Consideration regarding a request by Texas State Technical College to transfer their reservation from May 17 - 18, 2023 to April 25 - 26, 2023 at the Stafford Centre.

FMSquared President Bryan Blaum advised that the client requested the date change on December 1, 2022.

After a brief discussion, Vice-Chair Chen made a motion to approve the request by Texas State Technical College to transfer their reservation from May 17 - 18, 2023 to April 25 - 26, 2023 at the Stafford Centre, and Committee Member Jones seconded the motion. Vice-Chair Chen and Committee Member Jones voted "Aye"; "Nay" – none. Motion carried 2-0.

4. Discussion and Consideration regarding a request by SMSD to hold College Signing Day on May 5, 2023 at the Stafford Civic Center.

Director of Recreation Susan Ricks advised that school events being held Monday through Thursday did not need the committee's approval, however due to the event being held on a Friday, approval from the Committee would be required.

After a brief discussion, Vice-Chair Chen made a motion to approve the request by SMSD to hold College Signing Day on May 5, 2023 at the Stafford Civic Center, and Committee Member Jones seconded the motion. Vice-Chair Chen and Committee Member Jones voted "Aye"; "Nay" – none. Motion carried 2-0.

5. Discussion and Consideration regarding a request by Houston Caribbean Achievement Awards for a refund of a cancelled event on January 14, 2023 at the Stafford Civic Center.

Director of Recreation Susan Ricks advised that due to the client's special guest and lifetime recipient from Trinidad and Tobago unable to attend, the client requested to cancel the event. Ms. Ricks also advised that the client reserved the Civic Center at least twice a year.

After a brief discussion, Vice-Chair Chen made a motion to allow the client to transfer their deposit for a future event reservation, and Committee Member Jones seconded the motion. Vice-Chair Chen and Committee Member Jones voted "Aye"; "Nay" – none. Motion carried 2-0.

6. Discussion and Consideration regarding a request by Waqas Ahmad to transfer all fees paid for their Stafford Civic Center reservation from Jan 28, 2023 to March 4, 2023.

Director of Recreation Susan Ricks advised that due to an unexpected death the client requested to change the date of the event.

After a brief discussion, Vice-Chair Chen made a motion to approve the request by Waqas Ahmad to transfer all fees paid for their Stafford Civic Center reservation from Jan 28, 2023 to March 4, 2023, and Committee Member Jones seconded the motion. Vice-Chair Chen and Committee Member Jones voted "Aye"; "Nay" – none. Motion carried 2-0.

7. Discussion and Consideration regarding a request by Robert Jenkins to transfer all fees paid for their Stafford Civic Center reservation from March 4, 2023 to June 3, 2023.

Director of Recreation Susan Ricks advised that due to unforeseen circumstances with the artist, the client requested to change the date of the event.

After a brief discussion, Vice-Chair Chen made a motion to approve the request by Robert Jenkins to transfer all fees paid for their Stafford Civic Center reservation from March 4, 2023 to June 3, 2023, and Committee Member Jones seconded the motion. Chairperson Guerra, Vice-Chair Chen, and Committee Member Jones voted "Aye"; "Nay" – none. Motion carried 3-0.

8. Discussion and Consideration regarding a request by Arms of Love to transfer their deposit for a Stafford Civic Center reservation for February 18, 2023 to February 16, 2023.

Director of Recreation Susan Ricks advised that due to miscommunication on her part, she recommended to transfer the deposit to a new date.

After a brief discussion, Vice-Chair Chen made a motion to approve the request by Arms of Love to transfer their deposit for a Stafford Civic Center reservation



for February 18, 2023 to February 16, 2023, and Committee Member Jones seconded the motion. Chairperson Guerra, Vice-Chair Chen, and Committee Member Jones voted “Aye”; “Nay” – none. Motion carried 3-0.

9. Discussion and Consideration regarding a request by Arms of Love to transfer their deposit for a Stafford Civic Center reservation for May13, 2023 to May 11, 2023.

After a brief discussion, Vice-Chair Chen made a motion to approve the request by Arms of Love to transfer their deposit for a Stafford Civic Center reservation for May13, 2023 to May 11, 2023, and Committee Member Jones seconded the motion. Chairperson Guerra, Vice-Chair Chen, and Committee Member Jones voted “Aye”; “Nay” – none. Motion carried 3-0.

10. Discussion and Consideration regarding a request by McLemore Marines Detachment 324, Marine Corps League for the City to sponsor their Marine Forces Reserve Band Concert on February 26, 2023 at the Stafford Civic Center.

After a discussion, Committee Member Jones made a motion to approve the request by McLemore Marines Detachment 324, Marine Corps League for the City to sponsor their Marine Forces Reserve Band Concert on February 26, 2023 at the Stafford Civic Center, and President Guerra seconded the motion. Chairperson Guerra and Committee Member Jones voted “Aye”; “Nay” – Vice-Chair Chen. Motion carried 2-1.

11. Discussion and Consideration regarding the fire main repair at the Stafford Centre.

FMSquared President Bryan Blaum advised that he had received 3 bids and selected the least expensive contractor to complete the work. Mr. Blaum also advised that the proposal was \$24,500.00 and would be funded by Hotel Occupancy Tax Funds.

After a brief discussion, Vice-Chair Chen made a motion to approve the fire main repair at the Stafford Centre, and Committee Member Jones seconded the motion. Chairperson Guerra, Vice-Chair Chen, and Committee Member Jones voted “Aye”; “Nay” – none. Motion carried 3-0.

12. Adjournment.

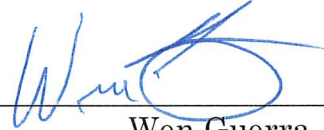
Committee Member Jones made a motion to adjourn the meeting at 12:58 p.m., and Vice-Chair Chen seconded the motion. Chairperson Guerra, Vice-Chair Chen, and Committee Member Jones voted “Aye”; “Nay” – none. Motion carried 3-0.

ATTEST:



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Shandra Phillips  
Assistant City Secretary



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Wen Guerra  
Committee Chairperson