

**The GREAT HALL & CONFERENCE CENTER COMMISSION**  
**February 9, 2012**  
**The Great Hall & Conference Center**

The Great Hall & Conference Center Commission met on February 9, 2012, in The Great Hall & Conference Center Conference Room. This meeting was originally scheduled for January 2, 2012. The meeting was called to order at 6:10 p.m. and a quorum was established.

**Present:** Mark Sharp, Paul Volpe, Teresa Rando and Harry Sullivan

**Absent:** Frank Bluestein and Alderman Ernest Chism.

**Staff Present:** The Great Hall & Conference Center Manager Chuck Porter

**MINUTES**

Minutes were not available for the January meeting

**MANAGER'S REPORT**

Chuck Porter, manager of The Great Hall & Conference Center, reported on the following items:

1. Janitorial bidding was discussed and questions were raised as to why the process hadn't started. There was discussion regarding hiring and doing the services in-house vs. contracting it out. The consensus was definitely contracting it out. Paul made the comment "you don't want to do it yourself". Questions were asked as to what was the next step. Manager was asked to email members copies of what was turned in to purchasing. Mark wanted to make sure that whatever was not being done was getting documented
2. Mr. Porter provided a look at the proposed sign and the cost. It was decided that another bid and design should be looked into.
3. Mr. Porter reported on the Revenue for December 2011 and the Utilization of the Great Hall and the Conference Center (Attachment A)

**ADJOURNMENT**

There being no further business, the meeting adjourned at approximately 7:05 p.m.