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**Minutes  
Facilities Committee  
Subcommittee of Tempe Municipal Arts Commission  
Wednesday, March 12, 2008**

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Minutes of the Facilities Committee held at 5 p.m. on March 12, 2008, at the Tempe Public Library Conference Room, 3500 South Rural Road, Tempe, AZ 85282.

**MEMBERS Present:**

Ed Coyoli, Chair  
Robert Bortfeld  
Lisa Morley  
Frank Williams

**City Staff Present:**

Don Fassinger, Cultural Facilities Administrator

**MEMBERS Absent:**

Richard Strange

**Agenda Item 1 – Call to Order**

Ed Coyoli, Committee Chair, called the meeting to order at 5:05 p.m..

**Agenda Item 2 – Tempe Center for the Arts update**

- D. Fassinger provided a brief update on the operation of the TCA. Fassinger reported that, as of March 9, the TCA has been open 6 months. In that time, 409 events have occurred. This total does not include rehearsals, move-in or move-out days. Staff is continuing to actively book events on a daily basis. To date, responses from users of the facility have provided positive feedback regarding the facility, staff and services.
- Fassinger provided a status update on various Requests for Proposals (RFP). An RFP for operation of the gift shop at TCA is nearly complete and is expected to be advertised by March 21. Other RFPs in process include water feature maintenance, special window cleaning services and provision of Automated Teller Machine (ATM) service.

**Agenda Item 3 – TCA Partner Criteria Revisions**

- E. Coyoli, Chair, provided a brief history of the development of the TCA Partner Criteria for new members of the committee. Fassinger reviewed the criteria currently included in the TCA Operating Policies.
- Coyoli stated that the Municipal Arts Commission (TMAC) approved (November 14, 2007) this committee's recommendation to revise the TCA Partner Criteria. Coyoli cited confusion regarding the term of residency as reported in the November 14, 2007 TMAC minutes.
- Committee began discussion regarding term of residency. Committee members recalled previous discussion recommending a three-year residency requirement.

- Discussion ensued regarding revision to the existing residency requirements. Currently, the criteria state: “Residency: The applicant organization’s primary headquarters are located in Tempe.”
- F. Williams suggested that the organization’s official IRS 501(c)(3) non-profit status letter should state a Tempe address. Discussion of exhaustive paperwork and cost may prevent some organizations from making the change on the official IRS papers.
- Committee discussed various re-wording of residency requirement and proof of residency and suggested staff pursue verbiage with city legal department. Coyoli requested that all committee members prepare a draft of residency criteria for review at the next meeting.
- Due to lack of time, it was determined that discussion of this item will be continued at the next Facilities Committee meeting.

#### **Agenda Item 4 – Future development near TCA**

- Fassinger indicated that a report on development west of the TCA will be provided at the TMAC meeting immediately following this committee meeting.

#### **Agenda Item 5 – Future agenda items**

- TCA Partner Criteria Revisions

#### **Agenda Item 6 – Adjournment**

- Meeting was adjourned at 6 p.m.

The Committee’s next regularly scheduled meeting is April 9, 2008.

Prepared by Don Fassinger