

# HUB Committee

Meeting Minutes  
February 21, 2019

## Opening

The regular meeting of the HUB Committee was called to order at 5:00 p.m. on February 21, 2019 in HUB Building B by Bill Warren, Chair.

## Present

Bill Warren, Chair; Committee Members Larry Chapman, Ann Smith; Mayor Janet Winkler; Town Manager, Rebecca M. Bentley; and HUB Manager, Janice Woodie

## New Business

- Ticket sales with Tix.com is new for the box office, but Janice and Rebecca think it is going pretty well. Once we learn how to use it better, we believe it will be a very beneficial tool. Already sales from the internet are doing well.
- Janice Woodie reported Dan'l Boone Restaurant will be catering the April Dinner Theatre because Hog Wild BBQ could not cater the last weekend of the theatre.
- The decision as to whether or not to allow the Rotary Club to sell alcohol and other items in a room down the hall during Dinner Theatre was discussed. The group seemed OK with the concept. Bill Warren was to check with the Rotary Club to see if they are interested in doing this.
- Budget for 2019-2020 was discussed and Janice Woodie was instructed to prioritize the suggested capital outlay items. Some items the group felt needed to be addressed in the upcoming budget are
  - Roof
  - Auditorium Floor refinishing
  - Additional stage lighting
  - Perhaps fly curtains
- Janice Woodie has a Karate Instructor, Mike Henderson, interested in renting the room in the basement of Building A that was previously occupied by karate classes. Ann was concerned about children roaming about the building unsupervised. Janice said all children would have to use the "buddy system" to go upstairs to the restrooms and the instructor would strictly enforce this. The lease amount was set at \$.60 per sq. foot rather than the usual \$1.00 per square foot because there is no restroom facility on the same basement ground level. Janice was to make this offer to Mr. Henderson.
- The proposed kitchenette in Building B was discussed. The group agreed the building definitely needed the kitchenette to avoid having break areas in every

*February 21, 2019 HUB Committee Meeting*

leased office area. Brush Mountain Buildings bid (attached) was \$10,224.50. Joe Icard's bid (attached) was \$8,050.00.

- Cleaning of Building B was discussed. Either the Board will need to hire a contract cleaning service or we could add more hours to Pam Pennell, part-time HUB employee, essentially making Pam a full-time employee. Pam already cleans the HUB and the Town Hall. The group wanted Janice and Rebecca to work out a proposed salary for Pam.
- Ben Coffey, cinematographer, would like to "trade" services for lease payments until he can get his entrepreneurial grant funding from First Citizens. Ann made the motion and Larry seconded to allow him to trade three months lease payments for a short video of the Butterfly Festival, a video of the history of the HUB Station, and a video for Dinner Theatre. Passed unanimously. Janice is to speak with Mr. Coffey and make arrangements to exchange these services for lease space upstairs in Building B.
- The security lock on the front door of Building B seems to be a problem. After discussion it was agreed we probably don't need that security lock on the front door since most people use the side doors anyway. Perhaps we should eliminate that lock/camera and just put a buzzer there. Group agreed we needed to check on different options.

**Adjournment**

Meeting was adjourned at 5:50 by Bill Warren.

Minutes submitted by: Rebecca M. Bentley, Acting Secretary

Approved by: Board of Commissioners 3/19/2019

**TO:** The HUB Station - Business Center  
% Mrs. Janice Woodie

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**FROM:** JOE ICARD

**WEN-BRAY HEATING, COOLING & REFRIGERATION, INC.**

**6034 NORCROSS LANE**

**LIC. N.C. 9303-H3-C1**

**HICKORY, NC 28601**

**LIC. N.C. 1654**

**828-312-0179**

**LIC. N.C. 38374**

**SUBJECT:** Kitchen Addition  
Break Room Estimate

**DATE:** 2-25-2019

Joe Icard Construction proposes to remodel toilet and sink in existing area, close off existing door in old rest room, cut out wall from restroom to new break room, add wall and door to office area, patch walls, paint, add kitchen cabinet to allow for new refrigerator, repair or replace tile, and replace electrical, plumbing, etc. as needed

Total Job \$ 8050.00