

**WHEELER OPERA HOUSE  
MINUTES OF THE MEETING OF  
THE BOARD OF DIRECTORS**

**DATE:** Wednesday, December 8, 2010  
**TIME:** Noon  
**LOCATION:** Wheeler Lobby  
**PRESENT:** Board Members: Ron Erickson, Chairperson  
Brian O'Neil, Vice Chairperson  
Richard Cohen  
Matthew Loden, Ex-Officio  
Cathy Markle, Secretary  
Pamela Cunningham

Absent: Bruce Fretz

Guests: Scott Miller, Capital Assets Manager  
Jeff Pendarvis, Property Manager Assets  
Randy Ready, Assistant City Manager

Staff: Gram Slaton, Executive Director  
Heather Larson, Sr. Manager - Operations  
Rose Bennett, Sr. Manager - Finance  
Lauren Pierce, Marketing Coordinator

**RECORDED BY:** Lauren Pierce, Marketing Coordinator

**I. CALL TO ORDER**

Vice Chairperson O'Neil called the meeting to order at 12:09pm.

**II. APPROVAL OF NOVEMBER 10, 2010 MINUTES**

O'Neil called for the motion to approve the minutes of November 10, 2010. Cohen made the motion to approve the minutes; O'Neil seconded. O'Neil and Cohen voted to approve the minutes. Markle and Cunningham abstained from voting because they were absent on November 10, 2010. Loden is not a voting member. There was no discussion.

**III. FINANCIAL REPORT**

Slaton mentioned that the Wheeler has an overage of \$1.3 million as of November 30, even in this difficult year. The Wheeler is in "good shape" with one month to go in 2010. Bennett requested an update on the Wheeler's contribution to housing. Ready explained that the Wheeler and two other departments contribute to the housing fund. City Council did not pursue the housing project for the Animal Shelter, but they are looking into other options, such as Burlingame and the Boomerang Lodge project. The city continues to survey employees every other year. From these surveys, the city is finding that they need 90-100 units, while they currently have 40. There is currently only one unit dedicated to Wheeler employees. Cunningham questioned whether the City is double dipping between

two housing funds subsidized through RETT, the Aspen Pitkin County Housing Authority and the Wheeler's funding. Ready pointed out that every department pays to help create the funds and the Wheeler has stepped up to the plate as an employer to provide housing for its employees.

#### **IV. EXECUTIVE DIRECTORS REPORT**

Slaton introduced Jeff Pendarvis from the city's Asset Management Department. Pendarvis will be playing a larger role as the construction manager, as Steve Bossart's role diminishes going forward. Bossart's expertise has been in public process, thus the reason for his now playing a lesser role as the basement remodel moves forward.

Slaton also introduced Lauren Pierce as the new Marketing Coordinator. Her position replaces the administrative assistant's role with the Wheeler Board. The Wheeler needed to administer a hiring process to fill the Front of House Manager position, now left vacant from promoting Pierce from within the Wheeler. From the 14 qualified applicants, three were interviewed. John Faust from Utica NY has accepted the job. John will be a wonderful addition to the team, bringing 30 years of experience, and will be joining the Wheeler team in mid-January.

#### **V. ACTION ITEMS**

##### **Nomination of Board Officers for 2011**

Council will be conducting interviews for open board positions – including Markle's seat – on January 4, 2011. Erickson spoke to the Aspen High School Principal about filling the student representative position that has been vacant for several months now. He said that the board is interested in speaking to a sophomore so that the student be able to serve on the board for at least two years. Markle introduced Youth Zone, a local organization that places students on boards, as a possible group to reach out to in order to help fill the student position. Cunningham announced that she felt the Wheeler board needed some new blood and fresh ideas, so she planned to submit her resignation on December 9. After some discussion about the process for officer nominations, along with individuals' interest in serving in those roles, the board decided to postpone the nominations until the next meeting. At that time, we should know if Markle has been re-appointed, as well as who has been appointed to fill Cunningham's seat. In addition, the board didn't want to make decisions without all active members present, if possible.

#### **VI. INFORMATION AND DISCUSSION ITEMS**

##### **Update on 21CMP and Basement/First Floor Remodel**

Regarding the Basement/First Floor Remodel, Miller informed the Board that Council had approved the continuation of the project. He is working on an RFP for a construction manager at risk and explained that whoever is selected may also be the contractor for the work.

##### **RFP for Wheeler Lease Spaces**

Cunningham questioned the RFP and felt that some of the language was difficult for a layman to comprehend. Through conversation, Slaton determined the sections that Cunningham had difficulty with and answered that the language concerned bringing the selected tenant(s) onboard so that they could participate in the design process. The Wheeler doesn't want to impose a design on the tenant, but allow for the tenant to determine their own design and layout. Markle questioned whether a restaurateur who was interested in a smaller floor plan was required to identify an applicant for the remaining retail space as part of their restaurant proposal. Slaton said that that was not the case, and that if a remainder space warranted then a separate RFP applicant from the process would be selected. Slaton agreed to update the diagram in the RFP to clarify the possible floor plans for the lease spaces. O'Neil would like for the RFP to clarify that the restaurant will coordinate with the theater, since this was not planned well during the 1984 renovation. Slaton will incorporate the board's notes into the RFP and release it no later than Monday, December 13 to stay on schedule.

**VII. MEMBERS COMMENTS**

None

**VIII. CITIZEN COMMENTS**

None

**IX. OLD BUSINESS UPDATE**

None

**X. NEW BUSINESS**

None

**XI. ADJOURNMENT**

O'Neil called for a motion to adjourn. Cunningham made the motion to adjourn, and Erickson seconded. The meeting was adjourned at 1:12 pm.

**THE NEXT MEETING IS SCHEDULED FOR WEDNESDAY, JANUARY 12, 2011, IN THE WHEELER SECOND FLOOR LOBBY.**