

**MINUTES OF A REGULAR MEETING OF THE WALTER GERRELL CIVIC
CENTER ADVISORY BOARD OF THE CITY OF CARLSBAD, NEW MEXICO,
HELD AT THE WALTER GERRELL CIVIC CENTER ON MARCH 4, 2026, AT 6:00
P.M.**

Present: Elaine Finley – Board Chair
Danita McCormick- Board Member
Amanda Hale- Board Member
Elizabeth Jackson- Board Member

Absent: None

Also Present: Kat Davis- Deputy Director of Community Development
Curtis McKinney- Owner, Carlsbad Live LLC

Call Meeting to Order

1. ROLL CALL OF VOTING MEMBERS DETERMINATION OF QUORUM

Elaine Finley called the meeting to order at 6:00 p.m. Roll was called, and a quorum was determined to be present.

2. CONSIDER APPROVAL OF REGULAR MEETING MINUTES OF JANUARY 6, 2026

Amanda Hale moved, and Danita McCormick seconded the motion to approve the minutes as submitted.

VOTE

The vote was as follows:

Yes – Finley, McCormick, Jackson, and Hale

No – none

Absent – None

3. DISCUSS AND APPROVE MOVING THE MEETING LOCATION TO THE CARLSBAD PUBLIC LIBRARY

Ms. Finley informed the board that she contacted the Carlsbad Public Library to inquire about relocating the advisory board meetings to the library. Ms. Hale asked if the library was agreeable to hosting the meetings. Ms. Finley confirmed that it was and stated that she has reserved the meeting room for one year, after which the location can be re-evaluated. Ms. Hale also asked whether the move was intended to provide a more central location and whether the contract manager would need to attend the meetings. Ms. Finley stated that she believes the move will allow more members of the public to attend and may help engage potential new board members.

Ms. Davis added that Curtis, the facility's contract manager, will be encouraged to

attend the meetings. However, if he is unable to attend, a written report will be provided for presentation to the advisory board. Elizabeth Jackson made a motion to relocate the meetings to the Carlsbad Public Library, and Danita McCormick seconded the motion.

VOTE

The vote was as follows:

Yes – Finley, McCormick, Jackson

No – none

Abstain- Hale, remained neutral on the matter

Absent – None

4. UPDATE ON THE CONTRACT MANAGER FOR THE FACILITY

Curtis McKinney, owner of Carlsbad Live, LLC reported that they have had another busy month as they continue settling back into management of the facility. The Norteño series, which he hosted in the annex, received a great turnout and positive feedback from the community. They plan to continue hosting this event monthly throughout the year. Mr. McKinney also discussed an issue that arose regarding security vendors used for private events at the facility. It was discovered that some local security companies did not have the state-level security licensing or registration required under New Mexico law. Now that this issue has come to light, Mr. McKinney will provide a list of approved vendors to groups and individuals renting the facility and will develop additional policies outlining the requirements for security personnel while on site. Ms. Davis distributed a copy of the upcoming events scheduled from now through May. Mr. McKinney discussed his plans for Hawgfest this year, noting that the event will span eleven days and it is expected to be one of the largest yet. There will be a strong focus on making the event family-oriented. He plans to partner with the Lions Club to host the carnival at the event. Ms. Finley stated that she has received compliments regarding the work Mr. McKinney has been doing since his return to managing the facility, but she has also received feedback that event information is not always easily accessible to the public. Mr. McKinney outlined the marketing outlets he is currently utilizing, including Facebook, radio, and print media. Board members noted that this could be an opportunity for the advisory board to assist in promoting and sharing information about upcoming events.

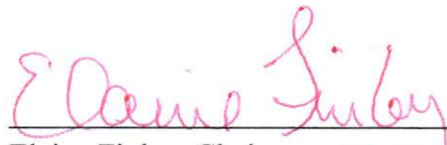
5. DISCUSS BUILDING MAINTENANCE

Ms. Davis shared that she contacted the Planning and Zoning Department regarding the Disabilities Advisory Board and the possibility of scheduling a tour. She was informed that the group conducted a tour in August 2023, and since there have not been many notable changes since that time, the Planning and Zoning Department recommended waiting until some of the feedback from the previous tour has been addressed before scheduling another tour. The board agreed with this recommendation. Ms. Davis stated that she will include the Disabilities Advisory Board's feedback in her update on facility issues to the Facility Maintenance Department. Mr. McKinney also reported that he installed Coca-Cola vending machines and an ice machine at the

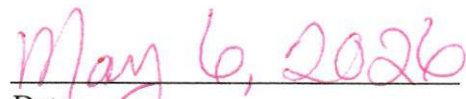
facility. Ms. Hale asked who would be responsible for maintaining the machines. Mr. McKinney responded that he would be responsible for maintenance, as the machines were brought on site by him and not by the City. He noted that the addition of the ice machine has been beneficial for large events and facility rentals, providing convenient on-site access to ice. Ms. Finley asked Mr. McKinney if there were any other issues with the building that he wanted to make the group aware of. He said no, and also mentioned that facility maintenance has been very responsive to any requests that he has made.

Adjourn

There being no further business, the meeting was adjourned at 6:48 p.m.



Elaine Finley, Chairperson



Date