



Town of Clayton
Special Meeting - Clayton Town Council Minutes
Monday, February 7, 2022 @ 5:00 PM
Clayton Center Auditorium

COUNCIL PRESENT:

Mayor McLeod
Mayor Pro Tem Thompson
Council Member Everett
Council Member Archer
Council Member Casey
Council Member Sims

STAFF PRESENT:

Rich Cappola, Interim Town Manager
Dolores Gill, D/Town Manager
Lee Barbee, Interim D/Town Manager
Jim Cauley, Town Attorney
Kimberly Moffett, Town Clerk
Scotty Henley, Clayton Center Exec. Director
Stephen Langston, Auditorium Operations Mgr.
Cathy Marraccini, Marketing & Administrative Coordinator
Martha Vandergriff - Conference Center Coordinator
Justin Doan - Event Specialist

GUEST PRESENT:

Lyn Austin, Cultural Arts Foundation

COUNCIL ABSENT:

1 CALL TO ORDER

- a) Mayor McLeod called the meeting to order at 5:03 p.m.

2 CLAYTON CENTER INFORMATION

- a) Clayton Center Information
Presenters: Scotty Henley, Executive Director, Lyn Austin, Cultural Arts Foundation & Clayton Center Staff
- Auditorium Programming
 - Box Office - Marketing
 - Conference Center
 - Events

Mr. Henley welcomed and thanked everyone for their time. He introduced Lynn Austin who serves on the Cultural Arts Foundation.

Ms. Austin is a founding member of the Cultural Arts Foundation and provided history about the Clayton Center. She stated saving the auditorium was a labor of love from the community. She stated a total of 2.1 million dollars was raised for the auditorium

renovation. She shared details how important and vital the auditorium is to our community.

Mr. Langston, who serves as the Auditorium Operations Manager, has been with the town for 19 years. He shared details about his responsibilities in this role. He also shared that the auditorium serves as a gathering spot for the community. He shared details about the start to finish process for each client. He further added that each client is treated with the highest level of service and care. He also shared the fact that we have numerous repeat clients due to the customer service each client receives.

Ms. Marraccini, who serves as the Box Office Manager/Marketing Coordinator, has been with the town for 15 years. She shared the numerous responsibilities of her position to include; ticket sales both direct and third party provider sales, customer service, financials for box office, bookkeeper for Foundation, research during COVID for next season ticket holders, volunteer group training, artist services (hotels & meals), marketing, Clayton Center website and newsletter.

Mr. Vandergriff, who serves as the Conference Center Coordinator, has been with the town for 10 years. She shared her duties and responsibilities to include grant writing, conference room rentals this includes start to finish, support for shows, bar manager during shows, movie nights and concerts at Towne Square assistance. She further stated she will be handling all family shows moving forward. She shared details about a grant received in the amount of \$43,000 that helped pay for equipment for the auditorium.

Mr. Doan, who serves as the Event Specialist, has been with the town for 4 years. He shared his duties that include; assisting with all set up and day of logistics for dance recitals, serves as point of contact for all shows to assist with staff introductions to client, set up, technical manager, event set up to include conference rooms, lobby, council chambers, p/t staff scheduling, regular repeat client contract are his responsibility, live stream music events during COVID and assists with the Town Square Concert Series.

Mr. Henley provided a wrap up and discussed booking process and working with outside promoters. He asked for any suggestions for talent that council would like to see perform. He also shared details about the staff and the numerous jobs that helped with during COVID.

Shared was a packet of additional information and Mr. Henley encouraged anyone with any questions at any time to reach out to him at any time.

Council thanked everyone for the presentation and information. Mayor Pro Tem Thompson offered his appreciation and stated this information would be extremely helpful for use during the council retreat.

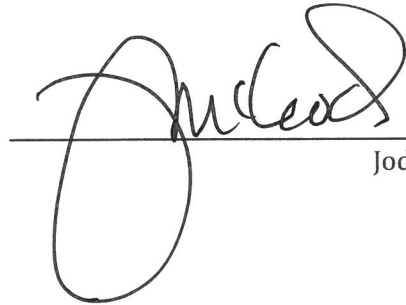
3 ADJOURNMENT

a) Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 5:46 p.m.

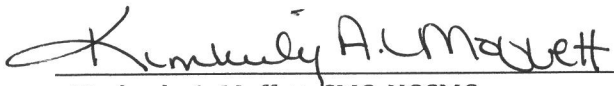
Motion: Council Member Everett
Second: Mayor Pro Tem Thompson
Vote: Unanimous

Duly adopted this the 21st day of February, 2022 while in regular session.



Jody L. McLeod
Mayor

ATTEST:



Kimberly A. Moffett, CMC, NCCMC
Town Clerk