

**CITY OF GRAND HAVEN
GRAND HAVEN, MICHIGAN
MINUTES FOR
MUSICAL FOUNTAIN COMMITTEE
MEETING
CENTRAL PARK PLACE*
421 COLUMBUS AVE
TUESDAY, AUGUST 8, 2023
6:00 PM**

Committee members unable to attend are requested to contact Derek Gadjos, City Liaison, at dgadjos@grandhaven.org or 616-847-3493

1. MEETING CALLED TO ORDER

- a. Called to order at 6:00pm

2. ROLL CALL

- a. Andy Cawthon, Ivy DeWitt, Terry Stevens, Nicki Bonczyk, Sarah Kallio, Jerry Troke and City Liaison Derek Gadjos
- b. Guests: Paul Lyzenga, Mike TeBos and Brad Boyink

3. APPROVAL OF AGENDA

- a. Motion to Approve: Andy
- b. Second: Ivy
- c. Approved Unanimously

4. CALL TO AUDIENCE

At this time, members of the audience may address Committee on any item, whether on the agenda or not. Those addressing Committee are asked to provide their name and address and will be limited to three minutes of speaking time. Committee will hear all comments for future consideration but will not have a response at this time.

5. AGENDA

- a. Correction and approval of regular Committee meeting minutes of June 13, 2023, and July 11, 2023.

- i. Motion to Approve: Andy
 - ii. Second: Ivy DeWitt
 - iii. Approved Unanimously

- b. Software Discussion

- i. Guest Paul and Mike from Apex have joined us to answer any questions we have about the software as needed.
 - ii. Terry shared some graphics on how the fountain software integrates with the fountain and background.
 - iii. Additional discussion on the scope of work and T&M provided by Apex. *See Page 17-25 of the GHMF August Agenda Packet for the Wish list items for the software item upgrades.*

- iv. Brad addressed Apex with the ideas that his proposal was not meant to take a slight at Apex's work but a way to share "what is the dream software." *See August Agenda Packet Page 12-16.*
- v. Jerry addressed some of our goals as we look to continue to use an item that is working as we move forward to see what the ideal future state for the software can be. What steps do we need to consider as we look for new opportunities to improve.
- vi. Apex wanted to make it clear in the meeting that moving in a different direction would not hurt the relationship between the Musical Fountain and Apex. They would continue to support the Musical Fountain the and the software we have with them.
- vii. *Terry Created a Motion to Approve the \$2,500 for Apex to do work:***
 - Andy has amended the motion that the Choreographers come up with the priority for the work to be done prior to the check being cut.
 - Ivy Seconds the motion.
 - Approved by the committee.
 - Action Item: Nicki to reach out to the choreographers to prioritize the list for Apex.
- viii. Brad came to present the software development that he has been working on with the Choreographers.
 - Brad is working with the Choreographers to better develop a software the shows how the fountain behaves. For example: Water goes both up and down.
 - The goal is for individuals to better understand how the fountain works in an interface that is easy to use.
 - Also need the ability to have some content management as well as a WIP list for the choreographers.
 - *See page 12-16 of the August Agenda for the details discussed on the software.*
- ix. Andy provided additional insight on working for better licensing agreements with our choreographers and the software that they are and are not working with. The goal is to put some structure to the software to protect it.
 - Action Item: Nicki to reach out to the choreographers to make sure that we are all still using the same and correct choreography software.

c. CITY AND MAINTENANCE ITEMS

- i. Basin crack sealing - bid status and timing for work
 - The goal will be to have this done before winter.
 - Derek to investigate and get a price.

- ii. Pump pit grating material - still researching
 - Jerry & Andy are still investigating what is the best solution for this.
 - Andy to send his information and findings to Jerry.

- iii. Stairwell roofing – completed

- iv. Additional Items

- Still exploring an idea of an on site safe for financial donations.
 - Action Item: Derek to investigate some more on exploring this opportunity.

d. TASK FORCE ITEMS

- i. Volunteer Day needed for Fireworks cleanup, pond cleanout, and painting.
 - The CGF Interns are currently cleaning out the beach grass.
 - Operators are also helping to clean up the area.

e. PRODUCTION ITEMS

- i. August schedule has been published – also on website
- ii. Since September 29 & 30 fall on Friday & Saturday, should we play?
 - Adding shows for the 29th & 30th to follow our “Running from May through September”
 - Action Item: Nicki to schedule some playlists/shows.
- iii. Review of No Requests city policy
 - Action Item: Derek to continue to work on this policy for the city.
- iv. Review of Song Approval Process draft document, including lyrics review, input on Independence Day and Coast Guard Festival show content

f. MARKETING ITEMS

- i. Status of draft Tour Policy – no progress
- ii. Stadium signage – Angled signs are 24” wide by 18” high
- iii. Need assistance with Frozen show crowd control – August 12
- iv. Reviewing the idea of adding an announcement of asking for donations
 - Andy would like to pursue using the marketing department to better gather data and understand what our audience looks like to better under who is in seats.
 - ***Andy Created a Motion to pursue using the GVSU marketing department to better gather data and understand what our audience looks like to better under who is in the seats.***

- a. Seconded by Sarah.

b. Approved Unanimously.

- Action Item from Ivy: Each committee member to review and consider writing an announcement for the fountain about asking for donations.
- Action Item: Jerry to reach out to Dave E. to see about rounding up on sales to donate.

g. FINANCE ITEMS

- i. Loutit Foundation donation of \$15,000 has been received. They now own the original artwork, which is still hanging in the Loutit Library. No instructions have been provided on where to deliver the artwork.
 - Jerry is currently working on getting it moved from the library to its next home.
- ii. Peace Frogs artwork promo – ordered 20 more posters, likely to order 20 more.
- iii. Still seeking permission to store A-frame donation signs and safe in depot building restroom vestibule instead of Marina storage/laundry area.
- iv. Review of current financial statements
 - See August Agenda notes page 32-34
- v. *Continued clarification at the meeting for the Team Votes on what would and would not be good additions to the fountain.*

6. CHAIRMAN'S REPORT

- a. Need to establish meeting schedule for 2024
- b. Confirm our regular meeting day and time as 2nd Tuesday at 6:00 pm
- c. GHMFC charter calls for at least three meetings, in April, September, and December
- d. What months shall we meet?
 - i. Consensus to skip meetings in January, February, and November.
- e. September meeting conflicts with Recognition Open House – Cancel or shorten?
 - i. Consensus to move the meeting to Wednesday, September 6th.
 - ii. Consensus to run a show after the open house event on September 12th.
 - Jerry will connect with Ashley Latsch to determine if open house show is desired.

7. OLD/UNFINISHED BUSINESS

8. OTHER NEW BUSINESS

9. NEXT MEETING DATE – Wednesday, September 6, 2023

10. ADJOURNMENT