

Corrales Performing Arts Center Committee Meeting Minutes July 25, 2022

- **Call to order: 10:10 a.m.**

Appointed Committee Members present: Jim Wright, Tony Messec, John Schumann, Linda Parker, Barbara Boyd and Ken Duckert.

Advisors Present: Jim Kruger, Angela Guterrez

Others Present: Carol Rigmark, Secretary of Corrales Historic Society

Village Staff and Leadership Present: None

- **Approval of Minutes from June 6 and June 18 Meetings:** There were not enough committee members present who read the June 6 Meeting Minutes or who were present at the June 6 meeting to properly approve or not approve the June 6 Committee Meeting Minutes. The motion to approve those minutes was again placed in abeyance until the next committee meeting on August 1. With a correction that Jim Wright was not present at the July 18 meeting, on a motion by Linda Parker, seconded by Barbara Boyd, the revised minutes of the July 18, 2022, committee meeting were unanimously approved.

- **Determine uses of the center based on CSA, CAC, and CCAC “Wish Lists” distributed to the committee on July 11, 2022:**

- **Offices:** It was determined that one large administrative office would be sufficient for the center. The office should be well identified and be in an easy to find location toward the front of the building, likely immediately behind the lobby/gallery area. It should contain two desks, one for use by the center manager and the second for use by others on an as needed basis. The office should have internet connectivity for both desks, as should the entire building. The second desk in the office would provide for walk up computer use. The office would have mail slots for building users and other Village groups and organizations needing a central spot for sharing and receiving mail. The office would have a multi-application printer, a supply storage space, and a safe.

- **Kitchen:** Unlike the original center plan which provided for a full commercial kitchen, the center should have a utilitarian kitchen of reasonable size. It could be used for caterers and others needing a place for final food prep, food warming and some refrigeration. It should have storage above and below counters, along with ample counter space. Appliances would include a large refrigerator/freezer, a four-burner stove and oven, a microwave, a dishwasher, a garbage disposal and two sinks, one for hand washing and the other a deep double sink for washing dishes, cleaning etc.. A space should be left for a roll up warming cart. There should not be a sliding opening to the adjacent lobby/gallery area for serving food. Rather, food should be delivered to the lobby/gallery area and distributed there or set up there for distribution. By not having a direct opening from the kitchen to the lobby/gallery area, the wall space of the lobby/gallery is not interrupted, leaving additional space for art displays on the walls.
- **Theater:** The theater should function well for plays, movies, music ensembles, and community gatherings such as voter forums etc. As was noted in the minutes of the July 11 PAC meeting, the theater area should have a ceiling height of sixteen to eighteen feet. A green room, two dressings rooms and non-gender specific restrooms should be adjacent to the stage area for use by performers.
 - a. **Stage:** To gain as much intimacy as possible, seating configuration should be in a fan shape. Seating should be tiered. The stage should be floor height with the possibility of use of small risers for dancers and to secure sets for plays. As was noted in the minutes of the July 18 PAC meeting, the stage should be deep enough to allow concurrent uses of the theater by screening off a set during periods of theater use. There should be a five-foot pass through on the stage for actor and prop movement.
 - b. **Seating:** Seating capacity for the theater should be more than 200 but less than 300 patrons. The seating area should be modularized using curtains or other space dividers so smaller audiences can be accommodated without the audience and performers feeling as though they are sitting in and playing to a largely empty house.
 - c. **Sound and Lighting:** The theater should have a state-of-the-art sound system supporting the needs of many different users of different genres. The system should be able to be quickly and easily connected to a central panel for control

of a wide variety of equipment. The theater should have a lighting system featuring stage lighting and gells, spots and moveable lighting bars. Lighting in the audience seating area should be dimmable. All lighting should be controlled from a central location, perhaps a control room.

- **Restrooms:** In addition to the restrooms near the stage area, adequate ADA compliant, non-gender specific restrooms should be located in an area convenient for the theater goers and other users of the center.
- **Classrooms:** By eliminating three of the initially proposed offices, by downsizing the theater dressing rooms, and reducing space needed for a kitchen, there should be space available for two large classrooms. Each classroom should have a moveable wall so the room can be divided for additional flexibility of use. Each classroom should be finished with two sinks, good lighting, and an exterior door. As noted earlier, the entire center should have state of the art connectivity. One classroom should be set up with board room table and chairs and have gallery type lighting with foam backed fabric walls for displaying art. This “classroom” can be used as an auxiliary gallery for arts shows in the center. The classrooms can be used for art and meeting rooms. This flexibility is important in a Village short of meeting rooms for its organizations and clubs.
- **Lobby/Gallery:** The lobby can be used as an art gallery, conference reception area, wedding receptions, and a theater intermission break area. As such, its walls should be able to hold hanging art displays and be durable enough to withstand some “scuffing” that normally comes with a public area. As noted in the description of the kitchen, there should be no passthrough door from the kitchen to the lobby. This increases the wall display area of the lobby/gallery area. The lobby area can also serve as a ticketing area on evenings of plays, art shows, musical performances or other large uses of the center.
- **ADA Compliance:** The entire center should be ADA compliant including provision for the visually and hearing impaired.
- **Architecture:** The exterior and interior of the center should reflect southwestern style architecture. This would be in keeping with the regional style of the area and would be appealing to both visitors and residents while maintaining the “charm” of Corrales.

- **Parking:** The center should have parking sufficient for a theater with a seating capacity of up to 300 people. Parking should include provision for compact parking to maximize the number of spaces. For additional parking, lighted walkways connecting the Grower's Market and Rec Center to the center should be developed. A drive around or drive through at the main entrance to the center should be included.
- **Internet connectivity:** At several junctures the committee discussed the necessity of having state of the art internet connectivity. The connectivity should be able to support state of the art video and provide video text provisions for the hearing impaired.
- **Other:** The center should have these additional characteristic/attributes:
 - a. **Loading dock:** The center should have a truck high loading dock separate from the parking area. This would enable direct loading/offloading heavy materials and equipment such as pianos, food warming containers etc.
 - b. **Trash Handling:** There should be provision for secure trash facilities with direct access from the utility service areas within the center.
 - c. **Flooring:** Polished concrete floors would work well throughout the center. They are not as expensive as terrazzo but are durable and very easy to maintain. They can be virtually any color, including plain industrial gray.
 - d. **Landscaping:** The landscaping design should include water-wise landscaping and an irrigation system.
 - e. **Energy Savings:** The center should be solar powered.
 - f. **Reader Board:** Because the center's site is tucked behind the post office and not readily visible from Corrales Road, a lighted reader board should be placed at the main road entrance to the center
 - g. **Janitor Room:** Although not mentioned in meeting discussions, the center should have at least one designated spot for janitor use to include a sink, floor drain, and equipment storage.
 - h. **Security System:** The center should have an excellent monitored interior and exterior security system.

- **Center Name:** While a number of potential center names have been suggested, one, suggested by Linda Parker, was particularly clever. CE Squared (with the 2 for squared), standing for Center for Education and Entertainment.

Adjournment: On a motion by Barbara Boyd, seconded by Ken Duckert, the meeting adjourned at 11:47 a.m..

NEXT MEETING: The next meeting is 10:00 a.m., August 1, at the Village Community Center. The objective of the meeting will be developing Vision and Mission Statements.

Respectfully submitted,

John R. Schumann, Recording Secretary