

**ENTERTAINMENT AND CONVENTION CENTER AUTHORITY  
REGULAR BOARD MEETING**

July 25, 2017

A regular Board meeting was held on Tuesday, July 25, 2017 at 4:00 p.m. in the Senator Sam Solon Board Room. In attendance were Chair Jay Seiler, Vice Chair Yvonne Prettner Solon, Secretary Crystal Pelkey, Deb Messer, Don Ness, Karen Pionk, Roger Reinert, and David Ross. Members Mary Finnegan-Ongaro, Greg Fox, and Carrie Heffernan were excused from the meeting. Staff members Dan Russell, Chelly Townsend, Caty Kaups, and Sue Ellen Moore were present.

Seiler called the meeting to order at 4:07 p.m. and noted that a quorum had been met. Seiler briefly reviewed the agenda.

Seiler asked for a motion to approve the minutes from Regular Business Meeting, June 27, 2017 and Special Meeting, July 11, 2017. Ness made the motion to approve, and Reinert seconded the motion. The two meetings' Minutes were approved unanimously.

New Business

Ross, on behalf of the Nominating Committee (comprised of Seiler, Fox, Messer, and himself) presented the new officers for the Entertainment and Convention Center Authority. Pelkey will continue in her role as Secretary/Treasurer, with Reinert taking the role of Chair and Ness as Vice Chair/Chair Elect.

Ross asked for a motion to approve the Officer Elects. Pionk made the motion to approve, and Messer seconded the motion. The new Officers were approved unanimously.

On behalf of the Board, Russell presented Seiler with a token of appreciation for his leadership of the Board through the 50<sup>th</sup> Anniversary and the Executive Director Search.

Ross departed at 4:09 p.m.

Communications

There were no Communications to present.

Staff Reports

Russell gave the Event Recap, and remarked that Chris Stapleton will be here a week from Thursday, and over the last weekend Reader Fest put on a great free concert for nearly 3,000 guests featuring Cloud Cult. Fourth Fest was chilly but fun, and one more summer concert has been added with hip hop artist Flo Rida at Bayfront on September 12, right before Bentleyville construction begins.

Old Business

Russell stated that a meeting is set up with a committee from the City to work on the Seawall project, and the MPCA is two weeks out from seeing if their plan for matching state funds will work out for the fall. More information should be finalized by the August meeting.

Staff Reports, cont.

Kaups presented the Finance Report for May and June 2017, first noting the changes made in the balance sheets regarding PERA pension outflows and inflows and the fiscal year differences. May was slightly under budget, being our "community center" month with three dance recitals, three proms, three college commencements, a wedding, Lions Pancake Day, and a couple conventions. For revenues, Expo Services were over budget with higher use for a convention,

and Catering was under budget from the Essentia Employee dinner being a little bit under on their numbers. On the expense side, property maintenance was over budget from a dasher board trade and invoice timing. Inventories and timing will be sorted out soon to help out with the fluctuation. June revenues were over budget with two high school graduations, a wedding, Grandma's Marathon, and five conventions including the Quilters and Outdoor Writers. Catering was over budget with the Outdoor Writers Association having more attend than expected, but Parking was under due to more convention attendees walking rather than parking here. For expenses, Building Services was over budget from labor for lots of convention turnover and setup, as well as hockey in the building. Administration costs were over budget from recruitment costs for the Executive Director search, and Property Maintenance was over budget from a sewer pipe needing replacement. Overall, year-to-date we are over \$100K over budget on revenues.

Seiler asked for a motion to approve the Finance Reports for May and June 2017 and the Operating Fund Check Registers. Reinert made a motion to approve, and Messer seconded the motion. The motion carried unanimously.

Moore gave the Sales and Marketing Report and noted that there were no new conventions booked this month, but next month will be good. The Sales department is keeping busy with project proposals and national trade shows, and Russell noted that there is a cruise ship returning to dock behind the DECC in 2018.

Townsend gave her Operations & Upcoming Events Report and highlighted the events for a typical August, with five big festivals at Bayfront and something there every weekend. We also have five weddings booked for the month, and the big events include Chris Stapleton concert and Chris Hawkey on the same night at Bayfront. Projects for the last bit of summer include suite ad concession menus, capital improvements, painting, roof repairs, and Phase I of the surveillance camera installation. Questions were asked about security provided for events, specifically concerts and hockey games.

Russell did not have anything to note for the Attractions Report, other than the date of his retirement party to extend the invitation to the Board.

The next regular meeting is on August 29, 2017 at 4 p.m. in the Senator Sam Solon Board Room.

Seiler asked for a motion to enter an Executive Session for the remainder of the meeting. Messer made the motion to close the meeting, and Reinert seconded the motion. The meeting was voted to a close unanimously at 4:46 p.m.

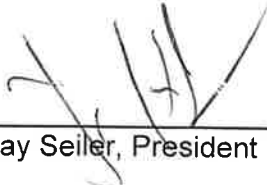
Old Business, cont.


Within the Executive Session, the Board reviewed the employment contract for incoming Executive Director Rochelle Townsend. No major revisions were made after discussion.

Seiler asked for a motion to approve the Executive Director Contract. Reinert made the motion to approve, and Messer seconded the motion. The Contract was approved unanimously.

Seiler adjourned the meeting at 5:04 p.m.

Submitted by:

  
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Jay Seiler, President

  
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Crystal Pelkey, Secretary