

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

August 29, 2017

A regular Board meeting was held on Tuesday, August 29, 2017 at 4:00 p.m. in the Senator Sam Solon Board Room. In attendance were Chair Roger Reinert, Vice Chair Don Ness, Secretary Crystal Pelkey, Mary Finnegan-Ongaro, Greg Fox, Karen Pionk, Yvonne Prettner Solon, and Jay Seiler. Members Carrie Heffernan, Deb Messer, and David Ross were excused from the meeting. Staff members Dan Russell, Chelly Townsend, Caty Kaups, and Sue Ellen Moore were present.

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

Reinert asked for a motion to approve the minutes from Regular Business Meeting, July 25, 2017. Pionk made the motion to approve, and Fox seconded the motion. The July Minutes were approved unanimously.

Communications

Russell made a note of the Tourism Tax report included for Board reference periodically, and also mentioned that the area attractions have all seen high attendances this summer, including the William A Irvin.

Old Business

Reinert asked for approval of the Executive Director Contract, which has been discussed in committee and signed by Townsend and Seiler. Fox made the motion to approve, and Prettner Solon seconded the motion. The contract was approved unanimously.

Russell stated that there has not been a decision from the MPCA regarding the Seawall repairs, but he and Townsend have been in contact with the City, and the City has obtained an early placeholder for the next bonding session. The City would like the bonding request to come from the DECC as they have other plans for bonding requests.

Finnegan-Ongaro arrived at 4:17 p.m.

New Business

There was no New Business at this time.

Staff Reports

Russell gave the Event Recap, and remarked that August was a wonderful month with the Chris Stapleton concert with great revenues from Catering, Concessions, Parking, and the Ticket Office, and there was a last minute booking of American Idol auditions on Saturday the 26th. John Prine will be here in just a week and a half, and Kinky Boots will be going on sale in late September. Finally, dates are being held for Little Big Town to return and a comedian who the promoter hopes to fill AMSOIL Arena.

Kaups presented the Finance Report for July 2017, which was over budget on revenues from three different points: co-promoting for the Hairball concert at Bayfront, which had record attendance; a \$26K rebate from MN Power from another round of light fixture upgrades; and a \$32K rebate from Bernick's for overcharging for products for several months. The Irvin attendance has been up for the year so revenue was over budget from ticket sales and gift shop sales, and the Ticket Office was over budget from the Hairball ticket sales in-house. For expenses for July, Property Maintenance was under budget from the MN Power rebate, as well as the timing of arena glass sheet replacements and a fix in the pit floor in Symphony Hall. Catering and Concessions were under budget because of the Bernick's rebate, and some of the rebate also went to the Irvin,

but they were over budget from labor for the busy month and restocking gift shop items. Parking was over from labor for restriping the parking lots in-house, and Bayfront was over budget from staffing the parking lots for the busy event month. A show recap will be created next month to show the breakdown of the Chris Stapleton concert financials. Russell also mentioned that the parking lot next to Pioneer Hall, typically used for Vista Fleet and Irvin guests, is under construction to repair the failing steam pipes underneath. Kaups also noted that the 2018 Operating Budget will be presented at the November meeting.

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

Moore gave the Sales and Marketing Report and noted that 2018 will be a strong year and there were two new convention additions in August: the National States Geographic Information Council will be in October 2018 in conjunction with the MN GIS/LIS Consortium, and the MN Rural Health Conference will return in June 2018. The Sales Department has been busy with national trade shows and reworking the convention proposal system in conjunction with Visit Duluth.

Townsend gave her Operations & Upcoming Events Report and highlighted the events for the great September ahead, with the last events at Bayfront and announcing that the Flo Rida tour and date at Bayfront has just been canceled. We start the month with a couple of weddings and the MN Ice Arena Managers Association. Great repeat events include the American Water Works Association, North Shore Inline Marathon, and Duluth Superior Area Community Foundation Touchstone Awards. The later part of the month hosts the Great Lakes Commission, the DSSO, United Way Chili Cook-off, Josten's Super Bowl Ring Tour, and the start of UMD Hockey season. Ice is in for the season, the Haunted Ship is getting ready, and menus for the concession stands are being revamped with a press conference planned. We're hiring more employees for the upcoming season, and we have two new Concessions Managers coming on board next month.


Russell gave the Attractions Report, noting that the movie theater is doing well and that the Haunted Ship is getting ready with marketing and promotions for the new theme of "Nightmare on Harbor Drive."

Fox thanked Russell for his years of service to the DECC and the community and wished him well in his retirement, and Russell in turn thanked the Board for their support. Prettner Solon moved to give Russell a standing ovation.

The next regular meeting is on September 26, 2017 at 4 p.m. in the Symphony Hall Mezzanine.

Reinert asked for a motion to adjourn the meeting. Ness made the motion to adjourn, and Finnegan-Ongaro seconded the motion. Reinert adjourned the meeting at 4:54 p.m.

Submitted by:



Roger Reinert, President



Crystal Felkey, Secretary