

ENTERTAINMENT AND CONVENTION CENTER AUTHORITY
REGULAR BOARD MEETING
October 30, 2018

A Regular Board Meeting was held Tuesday, October 30, 2018 at 4:00 PM in the Senator Sam Solon Board Room.

Board Members Present: Chair Don Ness, Deb Messer, Roz Randorf, Crystal Pelkey, Bill Nelson, Mary Finnegan-Ongaro, Greg Fox, David Ross, Yvonne Prettnner Solon

Board Members Absent: Vice Chair Karen Pionk, Roger Reinert

DECC Staff Members Present: Chelly Townsend, Caty Kaups, Sue Ellen Moore, Renae Matt

Others Present: Josh Berlo (UMD), Chase Dewhirst (AMI Engineering)

CALL TO ORDER: Ness called the meeting to order at 4:07 PM.

QUORUM: A quorum of directors was present and approval of the agenda was requested. The agenda was approved without comments.

MOTION: Ness requested a motion to approve the Regular Business Meeting Minutes from September 25, 2018. Ross made a motion to approve the minutes as written and the motion was seconded by Messer.

ADJUSTMENT OF THE AGENDA: Ness announced that a change in the order of the agenda would be made as there were guests present.

New Business

Ness introduced Josh Berlo (*UMD*). Berlo presented to the Board an overview of what is happening in the Athletic Department at the University of Minnesota Duluth. The Board discussed the partnership between UMD and the DECC and the recent changes of the alcohol policy.

Berlo departed at 4:30 PM.

Old Business

Townsend announced that a response regarding the application for a Historical Preservation Grant for the William A. Irvin was expected within the next couple of days. Along with the grant, a decision regarding the painting options will need to be made soon. Townsend explained that the next guest, Chase Dewhirst (*AMI Engineering*) would be attending to answer questions and offer the Board some professional perspective regarding those options.

Dewhirst joined the meeting at 4:35 PM.

The Board and Dewhirst reviewed options, recommendations, and multiple scenarios that could apply when selecting a coating. There was a discussion of the enclosure and project costs and the differences in the preparation of the steel. It was noted that there would be continued discussion with AMI Engineering regarding the time frame of the project and the scheduling with Fraser Shipyards.

Dewhirst departed at 5:00 PM.

Ness stated that the Board would return to the regular order of business.

Communications

Event Feedback: Townsend reviewed comments from multiple events, including positive feedback from Tracy Lundeen regarding the Fall Wedding Show.

Media Mentions: Townsend mentioned the top posts on social media included the release of the time-lapse video showing the move of the William A. Irvin and the announcement of the upcoming Luke Combs concert. Townsend also mentioned several online reviews with positive remarks.

The Board took a few moments to discuss a message from Reinert who was absent from the meeting.

Old Business, continued

Ness acknowledged that the Board needs to determine the best approach to sustain the individual committees. It was stated that there would be continued discussion at a later date to finalize plans and identify leadership for each committee.

Committee Reports

Personnel: Messer stated her report would be coming at the end of the meeting.

Governance: Finnegan-Ongaro stated that the Governance Committee has not had a chance to meet so there have not been any decisions made regarding bylaws at this time.

Finance: Pelkey stated that the Finance Committee discussed the credit card policy. A new policy was put together based on recommendations from the audit. Pelkey announced that the new policy requires approval from the Board. Ness acknowledged that it should be applied to next month's agenda, giving the Board time to review the changes before seeking approval. Pelkey requested that all members of the Finance Committee attend their November meeting, as they plan to discuss the Irvin and budgets.

Staff Reports

Attractions: Townsend reviewed the busy month of October, stating that there were only 3 non-event days during the month. She recapped the highlights, including the Avett Brothers concert that took place in the DECC Arena, alcohol sales during the UMD hockey games, and the comments that have been received. Townsend briefly described the procedure of serving alcohol and adjustments that have been or will be made to best accommodate the guests.

Finance: Kaups stated that revenue in the month of September was slightly over budget, mostly related to additional events being held that were not included in the budget. Catering revenue was over budget due to a larger number of food sales during a convention than what was projected and another event expanding and including more services than originally budgeted. Concessions and Parking revenue was also over budget. Kaups noted Catering expenses were over budget due to being over budget on sales and Concessions expenses were also over budget due to sales and training.

Ness announced that he needed to excuse himself and appointed Messer to lead the remainder of the meeting.

Ness departed at 5:14 PM.

MOTION: Messer requested a motion to approve the Finance Report and the Operating Fund Check Registers. Ross made a motion to approve and Prettner Solon seconded the motion.

Staff Reports, continued

Sales and Marketing Report: Moore stated that two new conventions were added this month. There are conventions returning in 2019 and many tentative dates being held, making 2019 look like a strong convention year. There is a National convention coming in 2020 with International attendees.

Operations and Upcoming Events: Moore reviewed the upcoming November events and discussed some highlights.

Committee Reports, continued

Personnel: Messer announced that the Personnel Committee report is in regards to a personal review and staff would need to be excused.

MOTION: Messer requested a motion to adjourn the meeting for a closed session. Ross made the motion to close the meeting to staff and Prettner Solon seconded the motion.

Messer adjourned the meeting for a closed session at 5:17 PM.

Upcoming Meetings

The next regular meeting is Tuesday, November 27, 2018 in the Senator Sam Solon Room.

Minutes reported by Renae Matt, Executive Assistant.

Submitted by:


Don Ness, Chair


Crystal Pelkey, Secretary