

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

April 28, 2015

A regular Board meeting was held on Tuesday, April 28, 2015 at 4:00 p.m. in the Symphony Hall Mezzanine. In attendance were David Ross, Jay Seiler, Crystal Pelkey, Mary Finnegan-Ongaro, Greg Fox, Carrie Heffernan, Deb Messer, Karen Pionk, and Yvonne Prettner Solon. Staff members Dan Russell, Chelly Townsend, Caty Kaups, and Sue Ellen Moore were present. Member Roger Reinert was excused from the meeting.

Ross called the meeting to order at 4:09 p.m. and noted that a quorum had been met.

Ross asked for a motion to approve the minutes from Regular Business Meeting, March 31, 2015. Seiler made the motion to approve, and Messer seconded the motion. March's Minutes were approved unanimously.

Communications

Russell presented the communications for the month with a single piece from the Greater Downtown Council, thanking the DECC for their partnership and voluntary contributions.

Pelkey and Pionk arrived at 4:11 p.m. Heffernan arrived at 4:12 p.m.

Old Business

Russell gave his Event Recap report to allow for other members to arrive, and noted that Last Comic Standing will be here on September 27<sup>th</sup> in Symphony Hall after the competition ends in the late summer. The DECC is getting back into Broadway with *Buddy – The Buddy Holly Story* on a Saturday in February 2016. The Star Tribune will run the full-page ad of Bayfront events soon, as will the Duluth News Tribune several times in the coming months. The DECC has been working closely with Pat Heffernan to bring Hockey Day MN 2016 to Bayfront Park, with an outdoor rink set up with the backdrop of the Aerial Lift Bridge.

New Business

Another retrofitting project will begin shortly to replace lamps in the common areas and corridors on the lower level, hopefully to be done by June when the MN Quilters arrive. The DECC Athletic Hall of Fame dinner will be on May 14<sup>th</sup> in the Harborside Ballroom.

Staff Reports

Kaups gave the Finance Report with March highlights, and noted that the budget versus the actual numbers was only off by about \$1,000. On the revenue side, Building Services was under budget due to lower staffing hours for payroll and no UMD hockey playoffs in March. Many departments were affected by the lack of UMD playoffs, including the ticket office, along with the fact that the circus was budgeted for March and was actually in April this year. Catering was over budget due to the Special Operations conference held at the beginning of the month and from beer sold at Little Big Town. On the expense side, Marketing was \$10k over budget as the website is being rebuilt and rebranded with Swim Creative. Concessions was budgeted too high as the circus didn't occur in March, and Parking paid \$10k for snow removal during the month. In comparison to last year, only \$13k was spent for snow removal at this time this year compared to \$46k for 2014. Kaups mentioned that the audit was clean with no comments, and Krista Duncan from the State Auditor's office will be here next month.

Ross asked for a motion to approve the Finance Report and the Operating Fund Check Registers. Pionk made a motion, and Prettner Solon seconded the motion. The motion carried unanimously.

Messer had a question regarding the check run and a payment made to Thyssenkrup Elevator. Russell stated that this payment was to fix some frayed cables on the Symphony Hall pit elevator, but there is more repair needed. The Symphony Hall passenger elevator from the Paulucci Hall lobby to the Mezzanine will also be repaired in the next month or two. It was suggested that bonding be obtained for the Symphony Hall repairs and the Curling Club ice. Russell also mentioned that there is a possibility of the NCAA Regional Tournaments going to the home sites of the top four seeds.

Moore gave the Sales and Marketing Report, and she remarked that the Children's Mental Health (MACMH) has taken over our Cityside and Harborside convention centers this week with over 1,450 in attendance, and the MN Council of Teachers of Mathematics moves in right after them. The Math Teachers group has confirmed for May 2018, and they have dates held through 2025. Another conference booked is the Cirrus Owners and Pilots Association for September 2016. Moore also noted that contracts have come through for Shamrock Productions through 2030 for their Home Show, Sports Show, and Ice Fishing Show.

Townsend gave her Operations & Upcoming Events Report and previewed the May events at the DECC. May is always a busy month, but it is always common events including proms, graduations, dance recitals, Upper Lakes Foods, and Lions' Pancake Day. ALLETE will have their Shareholders meeting in Lake Superior Ballroom, and MN Association of School Business Officials (MASBO) moves in right after them for a new 3-day conference with 450 guests estimated. The DECC Hall of Fame Dinner, mentioned earlier in the meeting, is during that conference, and the Knights of Columbus will be here the same weekend of UMD Commencement. AMSOIL University moves in on their tail for their last year here for this conference, as they're switching to primarily online training. Another highlight of the month is the Minnesota Public Health Association's new conference here at the end of May, and we close out the month with the huge Essential Health Employee Dinner, with 1,500 guests in North and South Pioneer Hall and a Night in Paris theme this year.

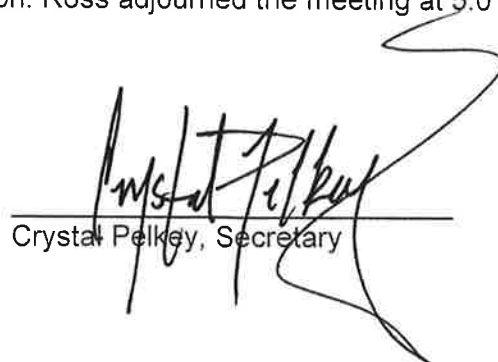
Russell gave the Attractions Report, and noted that it will be a busy weekend in Duluth next year when the Tall Ships Festival and Duluth Air Show will fall on the same weekend. The World's Largest Rubber Duck will be coming with the Tall Ships. The Irvin and Blue Bridge are both beginning their seasons this week, and the Irvin has also been implementing a new ticketing system. Russell also noted that Pier B construction has begun, and a plan is in place for traffic during Bayfront events, and that the Curling Club is pursuing naming rights.

The next regular meeting is on May 26, 2015 at 4 p.m. in the Senator Sam Solon Board Room.

Ross asked for a motion to adjourn the Regular Business Meeting. Finnegan-Ongaro made the motion to approve, and Messer seconded the motion. Ross adjourned the meeting at 5:01 p.m.

Submitted by:

  
David Ross, President

  
Crystal Pelkey, Secretary