

ENTERTAINMENT AND CONVENTION CENTER AUTHORITY
REGULAR BOARD MEETING
November 27, 2018

A Regular Board Meeting was held Tuesday, November 27, 2018 at 4:00 PM in the Senator Sam Solon Board Room.

Board Members Present: Chair Don Ness, Vice Chair Karen Pionk, Deb Messer, Crystal Pelkey, Roz Randorf, Greg Fox

Board Members Absent: Mary Finnegan-Ongaro, David Ross, Yvonne Prettnner Solon, Bill Nelson, Roger Reinert

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

CALL TO ORDER: Ness called the meeting to order at 4:08 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 October 30, 2018. Pionk made a motion to approve the minutes as written and the motion was seconded by Pelkey.

Communications

Event Feedback: Townsend took a few moments to review comments from recent events.

Media Mentions: Townsend stated that the announcement for The Illusionists and a post for Alabama received the most attention on social media this month. Townsend also reviewed traffic and coverage on social media sites and in local newspapers.

Old Business

Townsend stated that the construction in the MN Slip is complete for the season and construction projects will not resume until the spring of 2019. Townsend said she is staying in contact with the City of Duluth to discuss a projected timeline for the remaining projects for the MN Slip and Harbor Drive. Townsend went on to say that a tentative timeline has been set with Fraser to complete the painting of the William A. Irvin. The projected timeline may vary depending on weather. The Board took a few minutes to discuss the plan for determining the type of paint that will need to be used on the vessel and what to expect in the coming months.

Ness brought the Board's attention to the current committee roles and stated that there should be further discussion to reevaluate the focus of each committee and the time commitments expected. The Board continued to discuss the details of what they believed to be working at this time and how they could improve in the future. It was suggested to schedule an annual meeting in the spring where the Board could take more time to discuss the vision for governance, seek an outside opinion, and create a plan to move forward.

New Business

Pelkey announced that the Finance Committee drafted a Credit Card Policy per the audit recommendation that requires Board approval. The Board took some time to review the policy.

MOTION: Pelkey made a motion on behalf of the Finance Committee to approve the DECC Credit Card Policy. Fox seconded the motion and the Credit Card Policy was approved.

Ness stated that the order of business would be adjusted as he had to excuse himself shortly.

Staff Reports

Finance: Kaups noted that the Irvin being closed for the season has affected the financials in October. The Irvin revenue is under budget, as is Parking. Building Services revenue is over budget, Catering revenue was under budget, Bar Sales revenue was over budget, and Ticket Office revenue was over budget. Kaups reviewed the expense report pointing out that the Irvin was under budget and Ticket Office expenses were over budget due to unexpected events that were booked. Kaups noted that due to the Irvin being closed this season, Accounting was required to use the reserve account as there was not a sufficient amount in the operating account. The Board took some time to discuss the situation.

MOTION: Ness requested a motion to approve the Finance Report and the Operating Fund Check Registers. Messer made a motion to approve and Fox seconded the motion.

Ness excused himself and appointed Pionk to lead the remainder of the meeting and return to the regular order of business.

Ness departed at 4:40 PM. A quorum of directors was no longer present.

New Business, continued

Townsend shared information regarding a Twin Ports Interchange project and how it could affect the DECC and surrounding businesses. The Board requested that Townsend email additional information and web links regarding the project so that they could educate themselves further.

Committee Reports

Finance: Pelkey announced that the Operating Budget was ready for the Board to review and stated that they will request approval at the December meeting. Kaups explained how the budget is calculated and gave an overview of the budget for 2019. The Board took a few minutes to discuss the financials and current parking rates. Kaups requested that the Board take time to review the Operating Budget prior to the next meeting.

Personnel: No report.

Governance: No report.

Staff Reports, continued

Townsend reviewed recent events and noted that more information was included in the packet.

MOTION: Pionk requested a motion to adjourn the meeting. Messer made the motion to adjourn and Randorf seconded the motion.

Pionk adjourned the meeting at 5:16 PM.

Upcoming Meetings

The next regular meeting is Tuesday, December 18, 2018 in the French River Room and the DECC Board Holiday Party will follow in the Saint Louis River Room.

Minutes reported by Renae Matt, Executive Assistant.

Submitted by:


Don Ness, Chair


Crystal Pelkey, Secretary