

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

October 25, 2016

A regular Board meeting was held on Tuesday, October 25, 2016 at 4:00 p.m. in the Symphony Hall Mezzanine. In attendance were Chair Jay Seiler, Secretary Crystal Pelkey, Greg Fox, Carrie Heffernan, Deb Messer, Karen Pionk, Roger Reinert, and David Ross. Vice Chair Yvonne Prettnner Solon and members Mary Finnegan-Ongaro and Don Ness 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 4:08 p.m.

Seiler asked for a motion to approve the minutes from Regular Business Meeting, September 27, 2016. Pionk made the motion to approve, and Pelkey seconded the motion. September's Minutes were approved unanimously.

Communications

Russell presented a note from a frequent DECC patron and skywalk user, commenting on the lighting upgrade to the DECC portion of the Northwest Passage.

New Business

Russell and Kaups presented the Operating Budget for the 2017 year and highlighted that the budget was for confirmed events only. Kaups stated that 2017 is looking to be a typical year with convention bookings, and the year is projected to suffer a loss, but this could easily work itself out through the year with late-booking conventions and events that are not yet confirmed or on the horizon. A short discussion of the budget followed.

Seiler asked for a motion to approve the 2017 Operating Budget. Ross made the motion to approve, and Pionk seconded the motion. The budget was approved unanimously.

Reinert arrived at 4:35 p.m.

Staff Reports

Russell gave the Event Recap, mentioning that Keith Urban is nearly sold out for his November 6 concert coming up quickly, and Bryan Adams is selling fairly well for November 26. Jeff Dunham's show in January is part of his 3-year rotation through Duluth and is nearly sold out, and Thomas Rhett's March 4 show sold out in less than a day. Rain: A Tribute to the Beatles will be going on sale in mid-November, and both the Harlem Globetrotters and country newcomer Brantley Gilbert will be in AMSOIL Arena in April.

Old Business

Russell stated that the Blue Bridge construction will occur from February 10 to May 8, 2017, and the solution reached by LHB and H & H Bridge Company will be a 20+ year fix. A new coat of paint will also refresh the community's stigma about the Blue Bridge.

Staff Reports, cont.

Russell gave the Attractions Report and noted that the total attendance so far for the Haunted Ship is 16,643 and will still be open this coming Wednesday through Saturday and also on Monday October 31. Projections for total attendance are over 22,000 with remaining dates on sale.

Kaups gave the Finance Report for September 2016 and stated that September was slightly under budget on revenues. The Ticket Office was down due to MN Mayhem, and Parking was down due to decreased monthly parking. Expenses were over budget slightly due to payroll and the minimum wage increase, some large turnovers, putting the ice in, property maintenance, lighting upgrades, and the scoreboard & press box upgrade to HD.

Seiler asked for a motion to approve the Finance Report and the Operating Fund Check Registers. Reinert made the motion to approve, and Pionk seconded the motion. The Finance Report and Check Registers were approved unanimously.

Moore gave the Sales & Marketing Report, noting that five conventions booked in the last month. The Age & Disabilities Odyssey will return in both 2017 and 2019, Stand Against Child Abuse will be back for both 2017 and 2018, and the American Water Works Association – MN Chapter will return for the 101<sup>st</sup> year in 2017.

Townsend gave the Operations & Upcoming Events Report, stating that November is another local focus month at the DECC. The first week of the month holds the REIF Breakfast Meeting, City of Duluth Health Fair, Essentia Health East Region Leadership Assembly, MN Adult & Teen Challenge Dinner, the Gales of November, the Duluth Junk Hunt, and the Keith Urban concert. Week two is quieter with the City of Duluth Veteran's Day Event, UMD Men vs Western Michigan, the Festival of Trees, and the DSSO Masterworks with Chorus. The third week is busier again with the NAPA Pro Show, St. Lukes Mental Health Conference, Towards Zero Deaths Conference, Visit Duluth Board Meeting, PAVSA Dinner and Art Auction, and the UMD Women vs Wisconsin. The final week of the month is quiet again due to the holiday with the DECC Board Meeting, Thanksgiving Day Dinner, Bryan Adams Concert, and Kwik Trip Year End Meeting. Townsend noted that Bentleyville is scheduled to open on Saturday November 19, the Sister Cities trees will be set up in the DECC Ticket Lobby again, and the DECC Board Holiday Party on December 13.

The next regular meeting will likely be an executive session and is currently scheduled for November 22, 2016 at 4 p.m. in the Senator Sam Solon Board Room.

Seiler asked for a motion to adjourn the Regular Business Meeting. Ross made the motion to adjourn, and Pionk seconded the motion. The meeting was adjourned at 5:02 p.m.

Submitted by:

  
Jay Seiler, President

  
Crystal Pelkey, Secretary