

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

January 31, 2017

A regular Board meeting was held on Tuesday, January 31, 2017 at 4:00 p.m. in the Senator Sam Solon Board Room. In attendance were Chair Jay Seiler, Secretary Crystal Pelkey, Mary Finnegan-Ongaro, Greg Fox, Carrie Heffernan, Deb Messer, Karen Pionk, Roger Reinert, and David Ross. Vice Chair Yvonne Prettnner Solon and member Don Ness were excused from the meeting. Staff members Dan Russell, Chelly Townsend, Caty Kaups, and Sue Ellen Moore were present. UMD Athletic Director Josh Berlo, DECC Venue Operations Manager Jeff Stark, and Cincinnati Principal Partner Brad Ballinger were also in attendance.

Seiler called the meeting to order at 4:11 p.m. and noted that a quorum had been met.

Seiler asked for a motion to approve the minutes from Regular Business Meeting, December 13, 2016. Messer made the motion to approve, and Ross seconded the motion. December's Minutes were approved unanimously.

New Business

Finnegan-Ongaro arrived at 4:13 p.m. Heffernan arrived at 4:17 p.m.

Russell introduced Berlo to the Board, who gave a presentation on UMD Athletics and the partnership with the DECC and AMSOIL Arena. Some highlights included the nationally-ranked hockey teams, academic success, athlete volunteer work in the community, and their initiatives for inclusivity, diversity, and social justice.

Berlo and Stark departed at 4:31 p.m.

Old Business

Seiler called for a motion to close the meeting and enter an Executive Session for the Hiring Subcommittee and Ballinger's presentations. Messer made a motion to close the meeting, and Reinert seconded the motion. The meeting entered an Executive Session at 4:33 p.m.

Seiler called for a motion to end the Executive Session and reopen the Regular Board Meeting. Messer made the motion to reopen the meeting, and Ross seconded the motion. The meeting reopened at 5:07 p.m.

Ballinger departed at 5:08 p.m.

Pionk, on behalf of the Hiring Search Committee, made a motion to recommend and hire Cincinnati and Ballinger to conduct the Executive Director search. Messer seconded the motion. The motion to hire Cincinnati for the Executive Director search was approved unanimously.

Reinert made a motion to add to the Hiring Committee and increase its members to five. Ross seconded the motion. The motion to add to the Hiring Committee was approved unanimously.

The Hiring Committee plans to meet with Ballinger and discuss timelines and commitments prior to adding to the committee.

Staff Reports

Kaups gave the Finance Report for November and December 2016 and stated that the revenues for November 2016 were over \$200k above budget because of the Keith Urban and Bryan Adams concerts. Other events in the month included two conventions, one symphony, and only one weekend of hockey. Building Services was over by \$69k from rent from the concerts, labor

reimbursements, and additional ice rentals. Catering was over from beer sales at the concerts, and concessions and the ticket office were over for the same reason. On the other side, there are more expenses with concerts as well, reflected in the report. Contract labor comes into play and works out well with large turnovers, and some elevator maintenance and smaller projects were performed in the month. Catering and concessions were over budget due to higher food and beverage costs and additional labor. The Irvin merchandise inventory is estimated for the year, with the large amount of items in stock, and the estimate this year was slightly off. November was a great month overall.

Seiler asked for a motion to approve the November Finance Report and the Operating Fund Check Registers. Ross made a motion to approve, and Reinert seconded the motion. The motion carried unanimously.

Kaups noted that the December 2016 Finance Report is not finalized yet as the audit has not been completed, but December was close to being on budget. Overall on the year, we were over \$370k over budget on revenues, and we still hold a \$2M reserve.

Russell gave the Event Recap, mentioning that the DECC will have lots of hockey coming up with the UMD Women clinching home ice for the first round of WCHA Playoffs and a potential NCAA Regional game. The UMD Men are looking good for getting home ice for their playoffs in March, and we'll have the 7AA and 7A high school semifinals and final games here as always.

Moore gave the Sales and Marketing Report and stated that the Northland Career Fair has been booked for April 2017. In addition, we've added three conventions for 2018, which include the MN Medical Group Management Association, MN Continuing Legal Education, and the Kwik Trip Year End Meeting. Several exciting client events are planned for February.

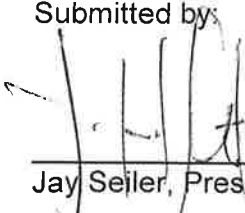
Townsend gave her Operations & Upcoming Events Report and noted that in the Sales report for local confirmed business, there was a large uptick in wedding booking just after the holidays. February looks to be a great month with plenty of local events. The first week holds the Essentia Health Leadership Assembly, both UMD Women's and Men's hockey, JAMAR Game Night Reception, the second Father/Daughter Ball, a Girl Scouts event, and a City Skate with the UMD Figure Skating Team. Week two will host the MN Power All Staff Meeting, MN Power Employee Credit Union Dinner, MN Society of Professional Surveyors, Northeastern District Dental Society, DSSO Young Peoples Concert, a Masterworks Concert, and a recording session, and Denfeld High School's Sweetheart Dance. Week three is the Sports Show, along with UMD Women's final home series and a wedding reception. The fourth week has another MN Power event with the Energy Design Conference, UMD Women's Playoffs, UMD Men vs Miami Ohio, and the Section 7AA and 7A Semifinal games. The last few days of the month hold the DECC Board Meeting.

Russell did not give the Attractions Report.

The next regular meeting is on February 28, 2017 at 4 p.m. in the Senator Sam Solon Board Room.

Seiler asked for a motion to adjourn the Regular Business Meeting. Reinert made a motion, and Ross seconded the motion. Seiler adjourned the meeting at 5:31 p.m.

Submitted by:


Jay Seiler, President


Crystal Pelkey, Secretary