

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

March 27, 2018

A regular Board meeting was held on Tuesday, March 27, 2018 at 4:00 p.m. in the French River Room. In attendance were Chair Roger Reinert, Vice Chair Don Ness, Secretary Crystal Pelkey, Mary Finnegan-Ongaro, Greg Fox, Deb Messer, Karen Pionk, and David Ross. Member Yvonne Prettner Solon was present electronically via phone. Members Carrie Heffernan and Jay Seiler was excused from the meeting. Staff members Chelly Townsend and Sue Ellen Moore were present. Also in attendance were Dr. David Herman, CEO of Essentia Health, and Michael Mahoney, Public Policy Leader for Essentia Health.

Reinert called the meeting to order at 4:01 p.m. and noted that a quorum had been met. Reinert briefly reviewed the agenda and noted that the regular meeting would pause when the Essentia Health team arrived.

Reinert asked for a motion to approve the minutes from Regular Business Meeting, February 27, 2018. Ross made the motion to approve, and Fox seconded the motion. The February minutes were adopted unanimously.

Communications

Townsend presented a note of appreciation for the DECC hosting the Olympic Curling Team event last month on such short notice, as well as the Media Mention Report.

Prettner Solon called into the meeting at 4:04 p.m. Finnegan-Ongaro arrived at 4:05 p.m. Ness arrived at 4:06 p.m.

Staff Reports

Townsend gave the Event Recap and remarked that March's busy entertainment events went very well, including Styx, REO Speedwagon, and Don Felder on the 13th, Rockin' Road to Dublin on the 15th, Little Big Town on the 16th, and the DSSO Pops featuring Gaelynn Lea on the 17th. The FIRST Robotics event was great, and Motorhead Madness had outstanding numbers.

Townsend gave the Operations & Upcoming Events Report and noted that April is a jam-packed month with an event nearly every day, including move-ins and load-outs. Many events are returning, but Townsend asked Moore to elaborate on some of the new events coming to the DECC. A Visit Duluth GM/DOS meeting brought up a conversation about the Rochester Convention Center and Visitors' Bureau. The Hadeland Lag will host a planning meeting this month for their upcoming convention, and the Wild Rice and Rising Voices groups will bring several international tribal leaders to discuss climate change. Other exciting groups include the Association of International Educators, MN Association for Children's Mental Health, MN Airports Conference, and the MN Chiefs of Police. Entertainment events for the month include Foreigner, Kinky Boots, Mercy Me, and Jim Gaffigan.

In the absence of Finance Director Caty Kaups, Finance Committee chair Pelkey gave the Finance Report for February 2018. The Variance Analysis page in the report explains that many of the variances departmentally were from the Polymet meeting. The audit is still finishing up, and snow removal was over budget from a snowy month.

Pelkey made a motion to approve the February Finance Report, and Messer seconded the motion. Reinert asked for a motion to approve the Operating Fund Check Registers. Messer made a motion to approve, and Finnegan-Ongaro seconded the motion. The items were approved unanimously.

Moore gave the Sales and Marketing Report and mentioned that the MN Community Action Partnership returns in 2019 for the first time in five years, and both the MN Library Association and the MN Assn of School Business Officials will return in 2020.

Dr. Herman and Mahoney arrived at 4:34 p.m.

Old Business

Townsend informed the Board that there were no significant updates to the Irvin and Minnesota Slip issues discussed at the previous meeting. There are many variables to the project that are not finalized and the optimal timeline has fallen behind schedule, but the SHPO permit just arrived for the seawall repairs so it should be back on track shortly.

Committee Reports

Messer reported on behalf of the Personnel Committee, who met on March 12 at the Sheraton Hotel. The committee meeting process was reviewed, and Townsend completed a self-assessment for the Executive Director review. Cincinnatus has been asked to provide a sample template for Senior Executive Evaluations, and Townsend has been asked to bring an Org Chart for better understanding of the DECC personnel dynamics as well as a Board Orientation Tour. The next Personnel Committee meeting is April 12 at 8 a.m.

Finnegan-Ongaro reported on behalf of the Governance Committee, who also met on March 12 at the Sheraton Hotel. The committee meeting process and role was reviewed, and Townsend provided the committee with the Bylaws, which the committee would request of the Board as a whole to review and add their input on what should be amended, added, or omitted. Officer elections and membership composition will be reviewed, as well as meeting dates and locations to suit the Board best. Finally, legislation has been introduced at the state level to fund the seawall project.

New Business

Dr. Herman presented to the Board the plans for their Vision Northland project to create a "Medical District," upgrading some of the current facilities and expanding their footprint with new facilities down to Superior Street and out to 6th Avenue East. Plans are moving through the state legislature to fund the project, including the infrastructural changes expanding 6th Avenue East to reach all the way down to Superior Street. Original plans featured the DECC in the district labeling, but the City advised to remove that portion of the proposal.

The next regular meeting is on April 24, 2018 at 4 p.m. in the Symphony Hall Mezzanine.

Reinert asked for a motion to adjourn the meeting. Messer made the motion to adjourn, and Pionk seconded the motion. Reinert adjourned the meeting at 5:35 p.m.

Submitted by:

Roger J. Reinert, President

Crystal Pelkey, Secretary