

**ENTERTAINMENT AND CONVENTION CENTER AUTHORITY
REGULAR BOARD MEETING
February 27, 2018**

A regular Board meeting was held on Tuesday, February 27, 2018 at 4:00 p.m. in the French River Room. In attendance were Chair Roger Reinert, Secretary Crystal Pelkey, Mary Finnegan-Ongaro, Greg Fox, Carrie Heffernan, Deb Messer, Karen Pionk, David Ross, Jay Seiler and Yvonne Prettner Solon. Vice Chair Don Ness was excused from the meeting. Staff members Chelly Townsend, Caty Kaups, and Sue Ellen Moore were present.

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 priorities for the meeting in the time allotted included the Finance Report and Old Business.

Seiler arrived at 4:02 p.m.

Reinert asked for a motion to approve the minutes from Regular Business Meeting, January 30, 2018. Ross made the motion to approve, and Prettner Solon seconded the motion. The January minutes were adopted unanimously.

Staff Reports

Kaups stated that the Finance Report for January 2018 was a good month and was only slightly variant from the budget. A balance sheet could not be printed until 2017 is closed out. For revenues, Building Services was over budget from ice rentals due to the cold snap and youth hockey groups renting space from the DECC. Catering was over with a large wedding, the Essentia Leadership meeting, and liquor sales were over from UMD hosting both North Dakota and St. Cloud State on back-to-back weeks. For expenses, there was some overtime labor needed with the busy ice rental month, and catering was over with food costs and labor for the large events, as well as new menus printed for the AMSOIL Arena Suites. Kaups predicted that February snow plow bills would be significant, and stated that the 2017 transfer of hotel/motel tax surplus was completed in February.

Reinert asked for a motion to approve the January Finance Reports and the Operating Fund Check Registers. Ross made a motion to approve, and Messer seconded the motion. The items were approved unanimously.

Old Business

The Minnesota Slip repair and remediation is behind schedule and timelines for the project have all shifted again. The Blue Bridge painting is on schedule to begin painting within a week, which would push the Irvin move back to the end of April or early May. The timing of the moves and when Fraser Shipyards has room for the Irvin for painting and docking could determine if the entire tour season will occur or if we will miss parts of the season. An additional \$10k hull survey is required to assure the vessel can safely make the move. The estimate received for painting is \$331k, and if there is no lead paint currently on the ship, deductions will occur. Each move of the ship is estimated to be \$57.5k, and Townsend guesses that the ship will need to be moved three times for holding at the back dock wall to maintain the tour season and to and from Fraser. The Board discussed the issue and would like more definitive numbers, including loss of potential revenue from a shortened season and solidified costs and timelines for the project.

Reinert asked for a motion to allow the Executive Director to gather information on the moving, conduct additional surveys, and report back in March for potential project approval. Prettner Solon made the motion to approve, and Ross seconded the motion. The information request was approved unanimously.

Communications

Townsend presented the new Media Mentions report that Marketing Coordinator Chris Johnson will compile each month, as well as a note of appreciation from JAMAR for their pre-hockey game buffet dinner.

Staff Reports, cont.

Townsend's Event Recap remarked that the State Bonding Committee came and stated that the seawall project was a necessary infrastructure project due to safety issues. PolyMet had their public hearing on February 8 and it was a civil meeting with a large security and police presence.

Townsend gave the Operations & Upcoming Events Report and noted that March is a very busy month starting off with UMD Men's hockey, the Women's Expo, DSSO Masterworks, and a 148th Yellow Ribbon event. The first full week will hold the Go Red for Women lunch, FIRST Robotics, Masquerade Dance Competition, and UMD Men's playoff hockey. The following week is a huge entertainment week with Styx, REO Speedwagon, and Don Felder on the 13th, Rockin' Road to Dublin on the 15th, Little Big Town on the 16th, DSSO Pops on the 17th, and the DSSO Lollipop Concert on the 18th. The same week also holds the Manion's Wholesale Spring show, a DAHA banquet, and the MN State Fire Chiefs Association. The final two weeks of the month slow down a bit, but still host the Minnesota Ballet's production of Swan Lake, Motorhead Madness' 50th Anniversary, the Arrowhead Chefs Club Brunch, and the Harlem Globetrotters.

Moore gave the Sales and Marketing Report and mentioned that the Duluth-based Olympic gold medal curling team has given the sales team great positive press to work with and invited the Board to attend the reception happening just after the meeting concludes. A few new events added on for early 2018, and the National Archery in the Schools Program will return in 2019, as well as the Benedictine Health System in 2019 and 2020 with their new CEO. Moore also invited the Board to the FIRST Robotics VIP Luncheon and stated that they are looking for additional judges.

Committee Reports

Reinert commended Pelkey for getting the Finance Committee up and running. Members of the Personnel Committee have met with Townsend, and Finnegan-Ongaro reported that the Governance Committee will be setting a date for their first meeting after the meeting concludes.

New Business

There was no New Business to report at this time.

The next regular meeting is on March 27, 2018 at 4 p.m. in the French River Room.

Reinert asked for a motion to adjourn the meeting. Messer made the motion to adjourn, and Ross seconded the motion. Reinert adjourned the meeting at 4:52 p.m.

Submitted by:



Roger J. Reinert, President



Crystal Pelkey, Secretary