

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

January 30, 2018

A regular Board meeting was held on Tuesday, January 30, 2018 at 4:00 p.m. in the French River Room. In attendance were Vice Chair Don Ness, Secretary Crystal Pelkey, Greg Fox, David Ross, Jay Seiler and Yvonne Prettner Solon. Chair Roger Reinert and members Mary Finnegan-Ongaro, Carrie Heffernan, Deb Messer, and Karen Pionk were excused from the meeting. Staff members Chelly Townsend, Caty Kaups, and Sue Ellen Moore were present.

In the absence of Reinert, Ness called the meeting to order at 4:04 p.m. and noted that a quorum had not yet been met so agenda items needing votes would be postponed.

Communications

Townsend presented the "Best of the NCHC" rankings by a local blog, which highlighted UMD and AMSOIL Arena for having the best arena food, a quad-box monitor in the radio booth so the announcers can see replays, best press box view, and best goal horn.

Staff Reports

Townsend's Event Recap stated that January has been a good month of regular events. The Banff Mountain Film Festival continues to grow, and every weekend there was either men's or women's hockey. The DECC held their Annual Manager Meeting the week prior, and it was a successful strategic planning session and great time to recap the previous year and get set for 2018.

Townsend gave the Operations & Upcoming Events Report and noted that a State Bonding Committee Meeting has been added for February 1 and the City will be including the DECC in their funding request in order to finance the seawall repair. February will be very similar to years prior, with a few new events including Paw Patrol and the Real Presence Radio Dinner. On Thursday, February 8, the State of Minnesota will host a public meeting regarding the PolyMet mine, and a plan is in place involving DECC Security and the Duluth Police Department to assure safety and allow the final public input session to be completed.

Seiler arrived at 4:11 p.m.

Ness asked for a motion to approve the minutes from Regular Business Meeting, December 19, 2017. Ross made the motion to approve, and Seiler seconded the motion. The December Minutes were adopted unanimously.

Kaups stated that the Finance Report for November and December 2017 were not completely finalized yet due to the audit, but November was on budget and December was over budget, so the year ended well over budget. November held the Junk Hunt, Matthew West, ice rentals, and youth hockey tournaments, so Building Services was over budget with rent for these groups. Concessions was over budget with more hockey than estimated, and parking was over budget from Bentleyville traffic. Utilities were over budget for expenses, Catering was over with trainings for new POS systems, and parking was over with extra staffing for large events and snow removal. December was busy and held the Nutcracker, the sold-out Prince New Year's Eve DSSO concert, the Ice Fishing show, school holiday concerts, one wedding, the Holiday Shopping Expo, Enbridge trainings, and Upper Lakes Foods sales meetings. The Cirrus holiday party bumped the catering numbers over budget, and parking was busy with unbudgeted events. Catering was over budget on expenses from high numbers for events as well as some repair and maintenance in the kitchen, and Parking was again over from snow plowing and staffing for busy events and Bentleyville.

Ness asked for a motion to approve the November and December Finance Reports and the Operating Fund Check Registers. Ross made a motion to approve, and Prettner Solon seconded the motion. The items were approved unanimously.

Moore gave the Sales and Marketing Report and noted that she just had her 16<sup>th</sup> anniversary of working at the DECC and the manager meeting was the best yet this year. She mentioned that FIRST Robotics is looking for judges and that the upcoming Cold Front celebration in Canal Park will be a great event for the first weekend of February. Sales Manager Elise Rigney is at a national meeting, and an upcoming event will take 50 local clients to the NorShor Theatre for a performance of Mamma Mia on February 15. 2018 will be a good year for conventions featuring 25% new groups, with six international groups and four national groups. The St. Louis County Health & Human Services group booked for another three years through 2021, the MN Society of Human Resources group will return in 2021, and the National PAVSA Convention will be a new group to the DECC in September. Wedding bookings are down for 2018, but trends should swing back for following years.

#### Committee Reports

No committees reported at this time.

#### Old Business

The Minnesota Slip repair and remediation is a bit behind schedule due to a SHPO permit delay for removing the bulge in the wall prior to the Irvin move. The Vista building has been torn down, and the Irvin was moved to the middle of the slip to allow for the camels to be placed. Fencing will be installed on the Irvin side of Harbor Drive, causing the traffic to become one-way until the project is completed. The Blue Bridge painting is scheduled for March 5 to the end of April. Contrary to the discussion held last month, the Irvin must be moved in order for the MPCA to remediate the contamination in the Slip. There is an option to have the ship painted, and information will be sent to the Board with reports on the status of the hull deterioration and the movement of the ship. A recent bond sale with the city has resulted in a \$169K surplus which could be used to move the ship, which has been estimated at \$130K. The Board would like to know the funding sources for the Irvin move, as well as a recommendation from Townsend at next month's meeting.

UMD is looking to move towards alcohol sales in AMSOIL Arena for the next hockey season, and a survey has been completed with NCHC arenas and their alcohol sales. UMD Athletic Director Josh Berlo hoped to attend the February meeting to discuss this and the lease agreement, but the Board would prefer to hold this discussion until March with the Irvin discussion taking precedence.

The DECC website now features a page for the Board of Directors, and new Marketing Coordinator Chris Johnson has run analytics on social media page views for the DECC and AMSOIL Arena.

#### New Business

There was no New Business to report at this time.

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

Ness asked for a motion to adjourn the meeting. Ross made the motion to adjourn, and Seiler seconded the motion. Ness adjourned the meeting at 5:12 p.m.

Submitted by:



Roger J. Reinert, President



Crystal Pelkey, Secretary