

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

December 19, 2017

A regular Board meeting was held on Tuesday, December 19, 2017 at 4:00 p.m. in the French River Room. In attendance were Chair Roger Reinert, Vice Chair Don Ness, Mary Finnegan-Ongaro, Greg Fox, Carrie Heffernan, Deb Messer, Karen Pionk, and David Ross. Secretary Crystal Pelkey and members Jay Seiler and Yvonne Prettner Solon were 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 asked if any changes needed to be made. Fox pointed out a grammatical error in the minutes for the previous month.

Kaups arrived at 4:02 p.m.

Reinert asked for a motion to approve the minutes from Regular Business Meeting, November 28, 2017. Messer made the motion to approve, and Pionk seconded the motion. The November Minutes were adopted unanimously.

Communications

Townsend presented one letter of gratitude from the Northland Veterans Service Committee for the annual Veterans Day event in Symphony Hall.

Staff Reports

Townsend's Event Recap stated that December was a good month for events, despite the feedback received regarding Bentleyville traffic and events occurring on the same nights. Townsend plans to involve the Duluth Police Department, the City, and MNDoT to look at the footage from the 5th Avenue Bridge and assess for possibilities when Railroad Street is redone. Major events on nights of Bentleyville included the Cirrus holiday party, a UMD Men's Hockey series, a DSSO matinee, the Nutcracker and Ice Fishing Show, and the East High School Holiday Concert. Another point in the parking/traffic issue is that Skyline Shuttle no longer utilizes the DECC as a drop-off or pick-up point and therefore opened up nearly 200 spaces per day. The spring entertainment line-up has filled out and includes Paw Patrol in February which is selling more tickets daily. March will hold Styx and REO Speedwagon on the 13th, Rockin' Road to Dublin on the 15th, Little Big Town on the 16th, and the Harlem Globetrotters returning on the 29th. April will also be busy with Foreigner on the 4th, Kinky Boots on the 9th, MercyMe in the DECC Arena on the 14th with the Shrine Circus in AMSOIL Arena, and Jim Gaffigan on the 29th in AMSOIL Arena. Daniel O'Donnell will also be here in June and has sold just a handful of tickets.

Ness arrived at 4:08 p.m.

Townsend gave the Operations & Upcoming Events Report and noted that the Guest Services office renovation is completed and has transformed part of the office into a secondary conference room. A major sewer pump in the DECC Arena also needed to be replaced. The Heritage Turf is in place in South Pioneer Hall for the month of December and taken in and out around events booked in the space. January looks like a great month with one of the highlights being the Banff Mountain Film Festival returning for a third year.

Townsend apologized to the Board for not alerting them sooner to the Duluth News Tribune article "DECC, UMD explore possible tweaks to Amsoil Arena deal" on December 4. The conversation

between UMD and the DECC will remain open, and the possibility of expanding liquor sales in the arena will be researched.

Kaups stated that the Finance Report for November 2017 was not yet completed, but the revenues appear to be at or over budget. The presentation of the 2018 Operating Budget to the Duluth City Council went well, and the Councilors asked several questions during the allotted time regarding conventions and competition with other cities, marketing efforts, evaluations from clients, and the possibility of adding more parking or another ramp.

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

Moore gave the Sales and Marketing Report and noted that the Benedictine Health System will return in 2019, and the Minnesota Community Action Partnership will host its 50th anniversary convention here also in 2019. Moore showed the Board the promotional videos created for the DECC featuring the Duluth Area Chamber of Commerce Annual Dinner and the St. Louis County Health & Human Services Conference, each of which have grown exponentially since hosting their events at the DECC. 2018 has filled up and many return clients speak highly of the DECC's outstanding service in comparison to other regional venues.

Committee Reports

Reinert added a recurring agenda item to hold the place of any committee reports. Member recruitment will be occurring soon, and Reinert mentioned that Pelkey has met with Kaups to establish the Finance Committee plans.

Old Business

The Minnesota Slip repair and remediation is moving along. The removal and dry-docking of the William A. Irvin is proving to be more expensive and difficult. Townsend will explore keeping the Irvin in place during construction and remediation. The seawall repair is taking shape with plans being laid and materials and equipment moving into place, with the projected date of completion currently standing to be in the middle of July.


New Business

There was no New Business to report at this time.

The next regular meeting is on January 30, 2018 at 4 p.m.

Reinert asked for a motion to adjourn the meeting. Messer made the motion to adjourn, and Seiler seconded the motion. Reinert adjourned the meeting at 5:07 p.m.

Submitted by:



Roger J. Reinert, President



Crystal Pelkey, Secretary