

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

August 26, 2020

A Regular Board Meeting was held Wednesday, August 26, 2020 via video-conference.

Board Members Present: Chair Karen Pionk, Vice Chair Pat Mullen, Secretary Lynne Williams, Bill Nelson, Mary Finnegan, Martha Bremer, Roz Randorf, Carrie Heffernan, Don Ness, Peter Singler, and Roger Reinert (acting Board Liaison)

DECC Staff Members Present: Caty Kaups, Sue Ellen Moore, Jeff Stark, Renae Matt, Wade Abrahamson, Steve Rankila

Others Present: Media, Members of the Public

CALL TO ORDER and QUORUM: Pionk called the meeting to order at 11:35 AM. A quorum of directors was present.

Pionk addressed recent media stories regarding the departure of Chelly Townsend [Executive Director] and recognized Townsend for her leadership and dedication to the DECC. Pionk went on to thank Roger Reinert for the support and leadership he's offered after stepping away from the Board to act as a volunteer and pro-bono Board Liaison.

It was stated that the Executive Committee was given authority by the Board to enter into a contractual agreement, announcing Reinert as being selected to serve as the DECC's Interim Executive Director. It was confirmed that Reinert submitted his resignation from the Board. It was also noted that there was dedicated media time scheduled for the afternoon following the meeting.

MOTION: Pionk requested approval of the agenda. Mullen made a motion to approve and Bremer seconded. The agenda was approved unanimously.

MOTION: Pionk requested approval of the Regular Business Meeting minutes from July 29, 2020 and the Special Meetings held on August 6, 2020 and August 13, 2020. Nelson made a motion to approve and Finnegan seconded. The minutes were approved unanimously.

**Finance Report**

Kaups shared an overview of the financials, highlighting that the admission and gift shop sales for the William A. Irvin were exceeding expectations. She added that additional parking staff had been scheduled so that staffing hours could be extended.

MOTION: Pionk requested approval of the July 2020 Finance Report and the check run. Williams made the motion to approve and it was seconded by Randorf. Both were approved unanimously.

**Committee Reports**

Finance: Williams gave an overview of recent committee discussion topics. The Finance Committee plans to review the Standard Operating Procedures (SOPs) for purchasing policies. The board was notified of the financial outlook through May 2021 and was updated on conversations being held with state leaders regarding funding possibilities. They were also updated on changes to the legislative language with Minnesota Unemployment Insurance which may reduce the DECC's liability significantly. The Board was informed that UMD planned to make a partial lease payment in advance of the December due date to help with the expense of

maintaining the ice sheet in AMSOIL and a letter would be sent soon to give season updates to the suite holders. The Board was reminded that the city budget presentation is scheduled for December.

Governance: Finnegan stated that the Governance Committee will notify the Mayor to fill the open seat following Reinert's resignation from the Board.

Executive: No report.

### **Staff Reports**

William A. Irvin Tour Operations: Steve Rankila [Director of Building Maintenance and William A. Irvin] gave an update on the Irvin, presenting the number of visitors that have toured and an overview of ticket and gift shop sales. He also shared the procedures staff has been following in relation to COVID-19 safety precautions.

DECC Complex Maintenance and Repair Overview: Wade Abrahamson [Chief Engineer] summarized repairs and issues that have needed attention. The Board was reminded of the need for a new ice plant in the Curling Club and a transformer. It was suggested that new Board Members take a "behind the scenes" tour of the facility when appointed so they are aware of critical equipment such as these that require maintenance.

Review of Earned Revenue Ideas: Jeff Stark [Director of Bayfront Festival Park and Venue Operations] shared an overview of recent events such as Movies in the Parking Lot and UMD skating groups. He gave updates regarding Bentleyville, as well as a list of unique event options the staff has put together as possible sources of revenue.

The Board took some time to discuss updates given in the staff reports, the recent "We Have the Space" marketing campaign, and feedback regarding the recent Leadership Duluth event that was held at the DECC. Additionally, the Board was notified of conversations with the City of Duluth regarding the Bayfront management contract, Tourism Tax accounting fee, City attorney usage, and a drive through flu shot clinic for City employees.

### **Old Business**

DECC Facility and Event Reopening Plan: The Board was given a brief recap of the reopening plan that was drafted as an overarching policy of internal procedures, safety posture, and best practices from the Minnesota Department of Health and Centers for Disease Control. It was noted that this is a living document and would be presented to the Board again if any significant changes were made.

MOTION: Finnegan made a motion to approve the DECC Facility and Event Reopening Plan. Mullen seconded and the motion passed unanimously with a note to add a revision date to the living document.

### **New Business**

The Board took some time to discuss the announcements of board meetings on the website and information available, as well as plans to make those items more accessible to the public and media. Additional suggestions were made to have a shared drive for board member access and to review information about data practices.

**Adjourn**

MOTION: Randorf motioned to adjourn and Nelson seconded. Meeting adjourned at 8:23 AM.

**Upcoming Meetings**

The next regular board meeting is scheduled for September 30, 2020 from 11:30 AM to 1:00 PM.  
Location to be determined.

Minutes reported by Renae Matt, Executive Assistant.

Submitted by:

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Karen Pionk, Chair

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Lynne Williams, Secretary