

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

July 29, 2020

A Regular Board Meeting was held Wednesday, July 29, 2020 in the Senator Sam Solon Board Room.

Board Members Present: Chair Karen Pionk, Vice Chair Pat Mullen, Secretary Lynne Williams, Bill Nelson, Mary Finnegan, Martha Bremer, Roger Reinert, Roz Randorf, Carrie Heffernan

Board Members Absent: Don Ness, Peter Singler

DECC Staff Members Present: Joe Tarnowski, Caty Kaups, Sue Ellen Moore, Jeff Stark, Renae Matt

Others Present: John Ramos – Duluth Monitor

CALL TO ORDER and QUORUM: Pionk called the meeting to order at 11:31 AM. A quorum of directors was present.

Pionk announced an amendment to the proposed agenda, moving the closed session to the end of the meeting.

MOTION: Pionk requested approval of the amended agenda. Randorf made a motion to approve and Nelson seconded. It was approved unanimously.

MOTION: Pionk requested approval of the Regular Business Meeting minutes from June 24, 2020 and the Special Meeting held on June 29, 2020. Finnegan made a motion to approve and Mullen seconded. The minutes were approved unanimously.

Finance Report

Kaups reviewed the financials with the board, giving updates on the current revenues and expenses for payroll, utilities, and parking. The board discussed the cost of unemployment during the second quarter of 2020. It was less than what the cost of payroll would have been, but it was still much higher than anticipated. Kaups added that the DECC received a letter from the MN Unemployment Insurance office that a new bill will be issued after they complete a review due to provisions in the CARES Act. The board also discussed steps being taken to address the bill and options for setting up a payment plan.

The board took time to discuss the situation with the City Tourism Tax and the UMD bonding payment. An updated timeline was given on the status of the DECC's reserves due to these unexpected changes.

The board was given a brief update on payroll and revenues from tours and merchandise for the William A. Irvin. She stated a more detailed report would be provided in August. It was also added that tenants have been contacted regarding their contracts and payment arrangements have been made.

The board reviewed the check run and discussed some clarifications.

MOTION: Pionk requested approval of the June 2020 Finance Report and the check run. Mullen made the motion to approve, seconded by Randorf. They were approved unanimously.

Committee Reports

Finance: It was stated that the current Finance Committee members included Williams, Bremer, Mullen, Pionk, and Ness. An overview was given of the reserve's starting balance at the beginning of the COVID-19 pandemic and now the current balance. The board discussed how expenses seem to be reduced as much as possible and, outside of the unemployment costs, the last three areas to continue focusing on should be payroll, technology, and energy.

It was also stated that there is a cost for the City of Duluth to be the treasurer of the DECC finances which will be due soon and the City recently announced that they would not be paying the DECC to manage Bayfront Festival Park for the second half of 2020.

It was also mentioned that the committee will be looking more closely at standard operating procedures regarding contracts and bidding out services.

Governance: An announcement was made regarding the addition of a new board member, Peter Singler. It was stated that the Governance Committee will be focusing on the packets of information provided to new members. Singler is scheduled to tour the DECC and meet DECC staff members next week.

Executive: No report.

Personnel: No report.

Staff Reports

The board was informed that staff reports from Moore, Matt, and Stark were included in their packet. A brief overview was given regarding the information including the Save our Stages legislation, peer event center communication, DECC event changes, and consultations with Justin Terch to update Human Resource documents and policies during COVID-19. The board took some time to discuss and ask staff questions. Pionk expressed appreciation for the information provided.

Tarnowski informed the board that he has announced his plans to retire. Pionk took some time to thank Tarnowski for the commitment and service he has provided the DECC during his almost thirty years of service.

Old Business

No old business.

New Business

a. Resolution regarding Temporary Suspension of Outside Catering Services Ban: A request was made for the board to temporarily suspend the ban on outside catering services at the DECC until April 1, 2021. Due to the low demand for catered events and the high cost of reactivating the catering department, the DECC feels it's necessary to allow outside catering for upcoming events. It was stated that this is not to be a permanent change, only a temporary solution to allow the DECC to host catered events during this time. Alcohol services would not be affected. The board took time to discuss more details of this matter and how it could affect the staff long-term. It was confirmed that the catering team would be notified directly so they could be assured of their value and the intentions of this being only a temporary solution for the health of the DECC.

MOTION: Pionk requested a motion to approve the Resolution.

Heffernan phoned in via conference call at 12:19 PM.

MOTION, continued: Bremer made the motion to approve and Nelson seconded. The Resolution Temporarily Suspending Board Resolution 92-4 was approved unanimously.

b. Draft Master DECC Reopening Document: The board was informed that their packet included a draft of the DECC Reopening Document. They were asked to review this document, provide feedback or ideas, and be ready to vote on approval during the August Board Meeting.

c. Strategic Planning Session – August 26th: The board was reminded that, according to the bylaws, the Annual Strategic Planning Session should take place at the August Board Meeting. It was decided that the board would plan on a half-day meeting, tentatively scheduled for 11:30am to 5pm on Wednesday, August 26th. More details and a location will be announced at a later date.

Nelson made the motion to close the meeting at 12:25 PM to discuss HR & Personnel.

Ramos inquired about the closed session and requested the statutory authority and reason for the closed session. He also asked for verification on the details of the Executive Committee report. Pionk clarified that the Executive Committee did not have a report.

Tarnowski, Moore, Kaups, and Stark, and Matt departed.

MOTION: Pionk stated that the meeting was closing under MN Statute Chapter 13 Section D.05. Randorf made the motion and Bremer seconded. The motion passed unanimously.

Ramos departed.

Closed Meeting

Human Resources & Personnel Discussion

MOTION: Finnegan made a motion to open the meeting so that the meeting could be adjourned. Randorf seconded.

Adjourn

MOTION: Finnegan made a motion to adjourn the meeting and Nelson seconded. The meeting adjourned at 1:28 PM.

Upcoming Meetings

The next meeting will be the Annual Meeting, tentatively scheduled for Wednesday, August 26, 2020 from 11:30 AM to 5:00 PM. Location to be determined.

Minutes reported by Lynne Williams, Board Secretary, and Renae Matt, Executive Assistant.

Submitted by:

Karen Pionk, Chair

Lynne Williams, Secretary