

**ENTERTAINMENT AND CONVENTION CENTER AUTHORITY**  
**REGULAR BOARD MEETING**  
June 24, 2020

A Regular Board Meeting was held Wednesday, June 24, 2020 as a video-conference via Zoom.  
Board Members Present: Chair Karen Pionk, Vice Chair Don Ness, Secretary Crystal Pelkey, Bill Nelson, Lynne Williams, Mary Finnegan, Roger Reinert, Pat Mullen, Roz Randorf, Carrie Heffernan

Board Members Absent: Martha Bremer

DECC Staff Members Present: Caty Kaups, Sue Ellen Moore, Renae Matt

CALL TO ORDER and QUORUM: Pionk called the meeting to order at 11:34 AM. A quorum of directors was present.

Pionk announced an amendment of the proposed agenda, adding Discussion of Proposed Letter to Governor Walz under New Business.

MOTION: Pionk requested approval of the amended agenda. Williams made a motion for approval and Finnegan seconded. It was approved unanimously.

MOTION: Pionk requested approval of the minutes for the Regular Business Meeting held on May 27<sup>th</sup>, 2020 and Special Meetings held on May 22<sup>nd</sup>, June 5<sup>th</sup>, and June 11<sup>th</sup>, 2020. Mullen made a motion to approve and Nelson seconded. The minutes were approved unanimously.

**Finance Report**

Kaups reviewed updates regarding the May financials and gave an overview of some detailed items on the report.

State Auditor Update: Kaups informed the board of the results of the audit, stating that the report came back with a clean opinion with no concern from the auditors. The board took some time to discuss these results and a comment that was received.

MOTION: Pionk requested approval of the May 2020 Finance Report and the May 2020 check runs. Reinert made the motion to approve, seconded by Finnegan. They were approved unanimously.

**Staff Reports**

Sales Director Report: Moore stated that staff meetings are being held weekly to work on reopening plans and policies and informed the board that they have been given brief summaries of these meetings.

*Heffernan logged in at 11:43 AM.*

Moore gave an overview of potential upcoming events and the board took some time to discuss considerations before a final decision to hold an event should be made. Moore answered questions from the board regarding details of the events, protocols that the DECC would implement, as well as protocols that the client would be responsible for.

Moore updated the board regarding the state-required preparedness plan that has been drafted. The board took some time to discuss the details of this plan, the date it is due, and the change of the language from 'social distancing' to 'physical distancing'.

The board began discussing the opinions of whether to require or strongly recommend wearing masks if maintaining a six-foot distance is not an option. It was suggested for the board to form an ad hoc committee to work directly with the DECC staff from a governance standpoint to finalize the policies and also help determine which events should be approved to move forward.

### **Old Business**

No old business.

### **New Business**

**Resolution for Check Signing:** Pelkey gave an update regarding the need for this resolution. She stated that the legislation does not require a physical signature on the checks. Reinert drafted a resolution to make the change for the DECC to no longer require physical signatures each week, but rather, have the Board Chair or designee (ie. Secretary/Treasurer) be able to review the check runs and approve them electronically. The check runs would still be presented to the full board during the Finance Report at each regular meeting for approval by a quorum vote.

MOTION: Pionk read the Resolution for Check Signing and requested a motion to approve. Pelkey made the motion and Randorf seconded. The resolution was approved unanimously.

**Discussion of Proposed Letter to Governor Tim Walz:** A letter for Governor Walz was brought forward to the board. The letter is asking the Governor to meet with a group of leaders of outdoor venues to discuss a reopening plan. The board discussed approving the signature of Jeff Stark [Director of Venue Operations & Bayfront Festival Park] to be added to the letter, along with the signatures of other private and public venues.

MOTION: Reinert made a motion to endorse Stark's signature to be added to this letter on behalf of the DECC. Finnegan seconded the motion.

**Resolution for Reporting – Covid-19 Response:** The board reviewed the proposed resolution for reporting and took some time to discuss the details of the parameters being asked. It was stated that the work the DECC staff is doing is appreciated and this resolution only defines the expectations that the board feels they need, from a governance standpoint. It was also added that it appears that DECC staff is already following the procedure the board is asking for, but it also allows collaboration between the board and staff to make difficult decisions during this time. The board took some time for discussion regarding the proposed resolution, as well as a potential dance event and the considerations the DECC staff has given to the procedure plan.

MOTION: Reinert made a motion to approve the Resolution for Reporting – Covid-19 Response and a request that the board establish an ad hoc committee to assist and support the DECC staff for the next month to determine best practices and vet events, with a note that the board should remain on the governance level only. Finnegan seconded the motion. It was passed unanimously.

### **Committee Reports**

**Governance:** Finnegan updated the board on officer positions. With Pelkey's term expiring, the committee had sent a request for interest in filling her current role as secretary/treasurer. In addition, Ness requested to step down from Vice Chair to active board member to allow the opportunity for a smoother transition during officer selection at the end of the year. The governance committee made the recommendation to elect two members to replace Ness and Pelkey and serve the remaining 6-month terms on the Executive Committee. It was recommended that Mullen serve as Vice Chair and Williams serve as Secretary/Treasurer.

MOTION: Pionk requested a motion to approve Ness stepping down from his Executive Committee seat and to approve the governance committee's recommendations for Mullen and Williams to join the Executive Committee. Randorf made the motion and Nelson seconded. The changes were approved unanimously.

The board took some time to thank Ness for the time and knowledge he has brought to the Executive Committee over his term.

Finance: Pelkey gave an update regarding the results of a recent finance committee meeting, including Reinert and Mullen working with Kaups to review tenant contract language. There was also discussion regarding parking rates, events, cash flow and expenses, and the financial component of the reopening plan.

Personnel: No report.

The board took some time to recognize and thank Pelkey for the terms she has served, the impact she has made on the board and the DECC, and the relationships that have been built over the years.

MOTION: Randorf made the motion to close the meeting for HR and Personnel Discussion and Reinert seconded. The motion was approved unanimously. The meeting was closed at 1:00 PM.

#### **Closed Meeting**

Human Resources & Personnel Discussion

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

#### **Adjourn**

MOTION: Reinert made the motion to adjourn the meeting and Nelson seconded. The meeting adjourned at 1:31 PM.

#### **Upcoming Meetings**

The next regular meeting is scheduled for Wednesday, July 29, 2020 from 11:30 AM to 1:00 PM. Location to be determined.

Minutes reported by Crystal Pelkey, Secretary, and Renae Matt, Executive Assistant.

Submitted by:

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Karen Pionk, Chair

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Crystal Pelkey, Secretary