

ENTERTAINMENT AND CONVENTION CENTER AUTHORITY
REGULAR BOARD MEETING
May 27, 2020

A Regular Board Meeting was held Wednesday, May 27, 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, Martha Bremer, Roger Reinert, Pat Mullen
Board Members Absent: Roz Randorf, Carrie Heffernan
DECC Staff Members Present: Chelly Townsend, Caty Kaups, Sue Ellen Moore, Renae Matt

CALL TO ORDER and QUORUM: Pionk called the meeting to order at 11:32 AM. A quorum of directors was present.

Pionk announced an amendment of the proposed agenda, adding an update from the Finance Committee during Committee Reports.

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

MOTION: Pionk requested approval of the Regular Business Meeting minutes from Wednesday, April 29, 2020 and from the Special Meetings held on May 1, 2020 and May 15, 2020. Reinert made a motion to approve and Nelson seconded. The minutes were approved unanimously.

Finance Report

Kaups gave an update regarding the financials for April, including the current status of the reserve, potential receivables and the tourism tax.

The board took time to discuss tenant contracts, payment history, and plans moving forward. A request was made for Townsend to send copies of two tenant contracts to the full board for review.

Bremer logged in at 11:46 AM.

Townsend added that she would update the board after she had a discussion with each of the tenants regarding their plans for payments and reopening.

The board discussed the check runs and Townsend confirmed that an attorney had reviewed and approved the Event Policy that was in the process of being written earlier in the year. The board requested Townsend forward the final draft to them for review.

The board also took some time to discuss the upcoming Movies in the Park(ing) Lot event that will be hosted by the Greater Downtown Council in the DECC lot, as well as internal communications for the DECC team.

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

Old Business

No old business.

New Business

Estimated Cash Flow Update: Townsend gave an update on the projected cash flow for the

coming months and additional ways she and her team have been able to reduce expenses. Kaups also gave some updates in regards to what has changed from last month to this month.

Townsend continued with an update on staffing changes she was planning to implement and the cost reduction that would apply. She also presented a temporary policy change to the board to continue health benefits to employees with the proposed reduced hours. The board requested additional information, such as the number of staff that would be affected by the policy and the cost difference, before being able to proceed with a vote. It was decided that Townsend would forward the proposed policy to the full board. If the policy did, in fact, need board approval, a special board meeting would be called to review the details and vote on the temporary change.

It was suggested that any effective dates for reductions in hours be postponed until June 1st. This would allow for another month of coverage for health benefits to those individuals and, in turn, it would also give the board more time to review and determine the best way to proceed.

Committee Reports

Governance & Strategic Planning - Bylaws: The Governance Committee stated that with the prior notice of bylaw changes and the time that has passed since that notice, the Governance Committee was able to request a vote from the board regarding the implementation of the new bylaws.

MOTION: Bremer made the motion to approve the new bylaws and Nelson seconded. The bylaws were approved unanimously.

Governance & Strategic Planning - Upcoming Term Expirations: The Governance Committee shared updates regarding board appointments. It was stated that there are three members set to expire this summer. A discussion was had regarding the process for recommendations to Mayor Emily Larson as she appoints new members or approves extensions. They also discussed the proper procedures for how those recommendations would be communicated through the Governance Committee.

In addition, the new bylaws call for officer selections to be made annually in December. Reviewing the timeline, nominations would be requested at the October meeting, presented in November, and voted on in December. It was also suggested that in August, during the annual planning retreat meeting, they look at the sector experience and skillsets for board members to have that are most beneficial to the DECC.

Finance - Update: Pelkey reported that the Finance Committee met twice since the last regular board meeting, once on May 5th and again on May 14th, where they took a deeper dive into the finances and potential plans to continue reducing expenses. It was stated that they had discussed mothballing the DECC, but that didn't seem to be an option at this time due to the needs of the building and ongoing client communication.

It was suggested to review the Building Insurance Policy to request a temporary modification and reduced rate during this time while no events are in the building. Kaups confirmed that she has already contacted the insurance company to work with them on this and will update the board when she knows more.

Personnel: No report.

Staff Reports

Media Mentions: No additional report other than what is in the packet. It was determined that

this report is not necessary at this time. Rather, the board should be notified of any press or media prior to its release to the public.

Townsend was asked if she had reached out to Executive Directors of other convention centers. She confirmed that she had and will be working with them to share their plans and stay connected.

Sales and Marketing Report & Operations and Upcoming Events: Moore reported that several events are moving from 2020 to 2022 since the majority had previously booked dates for 2021. She reported a potential convention for September 2020, pending it's safe to proceed.

There was discussion about how to position the DECC for reopening when the time comes, with a plan in place for best practices. The board requested a high-level reopening plan to be presented at the June meeting, along with the criteria the DECC will use to decide when it is beneficial to reopen for an event. Moore added that her team has been strategizing on how to update protocols using the new regulations and sharing ideas with clients. They have also been looking at changes that will be required in relation to the capacity guides if social distancing is still needed upon reopening.

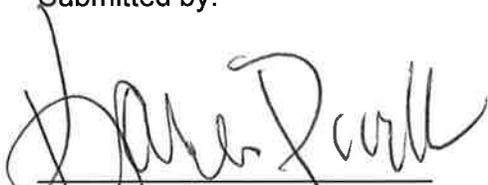
ADJOURNMENT: Pelkey made the motion to adjourn the meeting and Reinert seconded. Pionk adjourned the meeting at 1:05 PM.

Upcoming Meetings

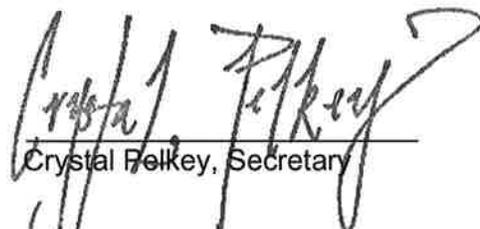
The next regular meeting is scheduled for Wednesday, June 24, 2020 from 11:30 AM to 1:00 PM. Location to be determined.

Minutes reported by Renae Matt, Executive Assistant.

Submitted by:



Karen Pionk, Chair



Crystal Pelkey, Secretary