

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

October 28, 2020

A Regular Board Meeting was held Wednesday, October 28<sup>th</sup>, 2020 via Zoom.

Board Members Present: Chair Karen Pionk, Vice Chair Pat Mullen, Secretary Lynne Williams, Roz Randorf, Martha Bremer, Peter Singler, Laura Mullen, Bill Nelson, Don Ness, Carrie Heffernan

Board Members Absent: Mary Finnegan

DECC Staff Present: Roger Reinert, Caty Kaups, Renae Matt

Others Present: Steve Hanke – Duluth City Attorney, Media

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

Pionk acknowledged those present and requested the finance report be moved from under the finance committee report to the executive director report. It was noted that the finance report will reflect September 2020 rather than October 2020.

MOTION: Pionk reviewed the agenda and Nelson made a motion to approve. Bremer seconded. The agenda and the changes were approved unanimously.

MOTION: P. Mullen made a motion to approve the meeting minutes from the regular meeting on September 30, 2020. Randorf seconded. The minutes were approved unanimously.

*Heffernan joined at 11:33 AM.*

MOTION: A motion was requested to approve the September 2020 check run. Bremer made the motion and Heffernan seconded. The motion passed unanimously.

**Executive Director Report**

The Board was given a summary of the William A. Irvin 2020 season with a reported 18,179 attendees and total gross revenue of \$272,393.17. The Board was updated on ice rentals, ongoing discussions regarding virtual event options, and staffing changes which included an additional two furloughs and the permanent layoff of 387 employees. It was added that the Stagehand contract will be expiring at the end of the year. The Board was notified that the Ticketmaster contract was executed yesterday, proposals had been received in response to the hot beverage RFP (Request for Proposals), and tenant lease agreements have been finalized. All tenants are current are their leases to-date.

The Board was reminded that the DECC has not received any funding, but did receive a letter on October 22<sup>nd</sup> stating the unemployment liability will be reduced by approximately fifty percent. Financial statements will not reflect these changes until it has been confirmed.

A recommendation was given to the Board to increase the amount of access to public records and information on the DECC website and a suggestion was made to consider a document repository which all Board Members can access.

The Board was given an update regarding September financials, primarily the financial impact of the Irvin's season. It was clarified that the net profit for the season through September was estimated to be approximately \$65,000. The Board was notified that the City Council 2021 Budget Presentation is scheduled for December 14<sup>th</sup> from 6:15 PM to 6:45 PM. The Board should expect a draft of the 2021 budget to review and approve at the November meeting.

MOTION: Nelson made a motion to approve the September 2020 Finance Report. P. Mullen seconded and the motion carried.

### **Committee Reports**

**Executive:** The Executive Committee reported that conversations are ongoing with Visit Duluth. They plan to continue meeting and bring a recommended model to the Board in November for review and further discussion.

**Finance:** The Finance Committee reported they will be reviewing capital expenditures and options for a parking rate increase which includes comparable rates as well as automated systems as potential considerations.

**Governance:** The Governance Committee reported the Mission Statement survey results which surveyed the Board and staff. They shared recommendations to update the new member orientation process, including assigning new appointments with a mentor for one year. The Board was reminded that at least one Officer position will be open at the close of 2020 so any member interested in being considered for a position should notify Finnegan. The committee will continue to review DECC policies and focus on the Data Request policies next so a recommendation can be made to the full Board for approval.

**Personnel:** The Personnel Committee reported they are prepared and on stand-by when given direction to begin the Executive Director search. A summary of the SWOT analysis completed during a Strategic Planning session was shared and the committee was commended for the excellent work. They recommended that the Executive Committee take over the lead on Strategic Planning to align with the Bylaws and assign subcommittees as necessary. The Personnel Committee clarified they are ready to refocus their efforts on the Executive Director search, assist with job descriptions, and review the staff organizational model.

### **Old Business**

No report.

### **New Business**

The Board was reminded that the personal contact information sheet was sent to all members and to notify the executive assistant should any information need updating. Additionally, a request was made to send the list of committees along with the members of each.

There was discussion for the Finance Committee to make a formal recommendation on the cash reserve minimum to be maintained. It was mentioned that earlier discussions suggested no less than \$500k, but the committee was willing to review again.

The recommendation of public information on the website was mentioned again, as well as the idea of the document repository, and it was noted that Steve Hanke [City Attorney] would be consulted on best practices before pursuing.

MOTION: A motion was requested to allow Reinert to explore the options for public information access and repository storage and to bring the final recommendations to the Board in November. The motion was made by L. Mullen and seconded by Nelson. The motion carried.

The Board took time to acknowledge the changes to the social media platforms creating a cohesive voice for the DECC.

ADJOURNMENT: Randorf made a motion to adjourn which was seconded by Nelson. The meeting adjourned at 12:33 PM.

### **Upcoming Meetings**

Next board meeting will be a regular meeting on November 18, 2020 at 11:30 AM. 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