

DULUTH ENTERTAINMENT AND CONVENTION CENTER AUTHORITY
REGULAR BOARD MEETING
December 30, 2020

A Regular Board Meeting was held Wednesday, December 30th, 2020 via Zoom.

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

Board Members Absent: Martha Bremer

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

Others Present: Incoming Board Member - Matt Baumgartner, Members of the Public, Media

CALL TO ORDER and QUORUM: Pionk called the meeting to order at 11:33 AM. A quorum of directors was present.

MOTION: Nelson made a motion to approve the agenda and Randorf seconded. The agenda was approved unanimously.

MOTION: P. Mullen made a motion to approve the meeting minutes from the regular meeting on November 18, 2020 and a special meeting on November 30, 2020. Finnegan seconded. The minutes were approved unanimously.

The Board took some time to acknowledge the guests and also welcome incoming board member, Matt Baumgartner, who was appointed to fill the vacant seat beginning January 1, 2021 after Pionk's term expires.

MOTION: A motion was requested to approve the November 2020 check run. Randorf made the motion and P. Mullen seconded. The motion passed unanimously.

Executive Director Report

The Board was given a brief update regarding the November financials, and it was noted they were consistent with the expenses and revenues previously projected.

MOTION: Randorf made a motion to approve the November 2020 Finance Report. Nelson seconded and the motion carried.

Additionally, the Board was presented with information regarding a summary of the current situations involving the Minnesota Unemployment Relief, MN Legislative Special Session Operational Assistance, the invoice processing of the UMD 2021 Lease Payment, and the contracts with the City of Duluth for management of the Blue Bridge and Bayfront Festival Park.

Heffernan joined the meeting at 11:43 AM.

The Board was briefed on utility expenses with MN Power, and conversations being had regarding paying actual usage versus peak usage, which had been the previous arrangement. It was noted that the ice plant in Pioneer Hall is one of the DECC's top three capital expenses due to its age and lack of energy efficiency.

The Board was also presented with an overview of the first quarter financial projections for 2021, with a reminder of the progress that has been made to reduce the monthly expenses and total

expected losses since earlier in the pandemic. Additionally, it was noted that the DECC may be eligible for some financial relief through the COVID-19 Relief Bill under the Save Our Stages Act, but more information is needed for clarification on details.

The Board was given a summary of areas to consider as the DECC moves closer to re-emerging from the pandemic, including expired contracts, staffing models, HR and financial policies and procedures, and job descriptions. They were also updated on tasks that have been assigned to the Sales and Event Planning team, and projects they have been working on, including virtual mapping and building a partnership to have a virtual event center available for clients.

Committee Reports

Executive: The Executive Committee reported that they had discussions regarding legislative changes to allow the DECC promotional and marketing activities. It was noted that this would not be mandatory, but would better align the DECC for future possibilities, should the Board decide to move in that direction. The Executive Committee reported that the primary focus going into 2021 will be to begin the search for an Executive Director, reassign committees, and revive the Strategic Planning process.

Finance: The Finance Committee reported that future meetings will be focusing on capital needs and parking discussions.

Governance: The Governance Committee presented a summary of the Mission Statement survey that had been distributed to both board members and staff.

Personnel: No report.

Old Business

DECC/Visit Duluth Working Group Update: Several board members expressed appreciation to the groups that had taken the time to pursue the possibilities of a joint operating agreement with Visit Duluth. It was noted that, although it has been decided not to take any action at this time, the board should continue moving forward and exploring possibilities that would be best for the DECC and those it serves.

New Business

2021 Legislative Priorities List: A list of three legislative priorities were brought forward for the Board to consider, including support for legislative assistance related to the request on unemployment liability, support for legislative assistance with the 2021 and 2022 AMSOIL Arena bond payments, and legislative support for timely updates to the DECC enabling legislation. The board took time to discuss each of these in more detail.

MOTION: Ness made a motion to approve the legislative priorities with the understanding that more specific language regarding the enabling legislation will be presented to the Board at the January meeting. L. Mullen seconded and the motion carried.

It was agreed that, moving forward, action items should be reviewed by relevant committees for their recommendations prior to being presented to the full Board for action.

Updates to COVID-19 Organizational Policy: The Board took some time for questions related to the policy updates. It was recommended that the policy be reviewed by the Personnel Committee then brought back to the Board for action in January.

MOTION: Singler made a motion to assign the COVID-19 Organizational Policy updates to the Personnel Committee for review. P. Mullen seconded and the motion carried.

The Board took time to thank Pionk for her years of service, dedication, and leadership, and wish her farewell.

Comments from P. Mullen: The Board was informed of plans to prepare for the start of 2021, including reassignment of committees, the addition of Ad hoc committees, and a survey to be distributed which will help determine each board member's committee preferences. It was noted that the new committee assignments will be presented at the January meeting.

The Board was informed that Josh Berlo from UMD Athletics may be a guest for the January board meeting to present his annual update.

ADJOURNMENT: L. Mullen made a motion to adjourn which was seconded by Randorf. The meeting adjourned at 1:05 PM.

Upcoming Meetings

The next regular meeting will be held January 27, 2021 at 11:30 AM. Location to be determined.

Minutes reported by Renae Matt, Executive Assistant.

Submitted by:

Karen Pionk, Chair

Lynne Williams, Secretary