

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

November 18, 2020

A Regular Board Meeting was held Wednesday, November 18th, 2020 via Zoom.

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

Board Members Absent: Peter Singler

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

Others Present: Guest Noah Schuchman – City of Duluth, Guests Anna Tanski, Jessica Stauber, Jason Vincent – Visit Duluth, Members of the Public, Media

CALL TO ORDER and QUORUM: Pionk called the meeting to order at 11:35 AM. A quorum of directors was present.

The Board Members and guests were acknowledged.

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

MOTION: Bremer made a motion to approve the meeting minutes from the regular meeting on October 28, 2020. Williams seconded. The minutes were approved unanimously.

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

Executive Director Report

The Board was presented with an update on the status of current operations and the plan to review and revise future human resource procedures. The Board was notified that the staff is pursuing audio and visual options with a qualified vendor and recently released a request for proposal (RFP) for a virtual event center. A brief summary of the internal and external operation reports was given, highlighting recent vandalism issues, as well as infrastructure and repairs that should be prioritized.

L. Mullen joined at 11:43 AM.

The Board was notified that the COVID-19 saliva testing site opened to 7 days a week for the next two weeks and the National Guard has stepped in to assist during the additional days. It was noted that options are being pursued to change the location of the site to a different area within the DECC complex.

It was noted that changes to the website have been made on the board page, giving more seamless access to public materials and meeting links.

The current status of lease amendments and contractual agreements was reviewed, as well as payment plans, including terms of the Ticketmaster agreement. It was noted that the current advertising contract expires in two years, but a payment has not been received since quarter one

of 2020. The Board was given a brief review of the October financials, including the source of accounts receivables and payables, and the placement of the UMD's advanced lease payment.

MOTION: Finnegan made a motion to approve the October 2020 Finance Report. Bremer seconded and the motion carried.

The Board was presented with the projected budget for 2021 – 2023 which included a focus on a four-stage recovery plan. An outlook of upcoming potential events was reviewed and the impact of the loss of operational tourism tax to the DECC budget. The Board took some time to discuss the budget and ask questions regarding the financials. It was noted that DECC staff plans to delve further into the projections, cash on hand numbers, and reforecast for the monthly reports to better project financials for the upcoming quarters. A request was made to include the timeline of the reserve balance in future reports.

MOTION: Williams made a motion to approve the 2021-2023 Budget. Nelson seconded and the motion carried.

The Board took some time to acknowledge additional guests that had joined the meeting.

Committee Reports

Executive: The Executive Committee recommended that the terms of the contract for the interim executive director, currently held by Roger Reinert, be extended through quarter one of 2021, which equates to an additional three months. All other terms and conditions of the original contract would carry over.

MOTION: Randorf made a motion to approve the extension of the interim executive director contract through quarter one of 2021. Heffernan seconded and the motion carried.

Finance: The Finance Committee reported they are continuing to pursue parking discussions. Their primary focus has been on the budget and they added that the presentation of the budget to City Council will take place on December 14th.

Governance: The Governance Committee reported the following Officer nominations: P. Mullen as Chair, Williams as Vice Chair, and Finnegan as Secretary/Treasurer. Chair Pionk asked for nominations from the floor. No additional nominations were brought forward.

MOTION: Heffernan made a motion to accept the slate of Executive Committee Officers. Bremer seconded and the motion carried.

Personnel: The Personnel Committee reported they have five companies on hold that could conduct a search for the permanent executive director and will remain on hold until given the directive to begin.

Old Business

No report.

New Business

A summary of the discussions regarding the potential partnership with Visit Duluth was presented. The presentation was compiled by the working group which contains three members

of the DECC Board, three members of Visit Duluth, and a facilitator from the City of Duluth. The Board heard about the proposed joint operating agreement and the proposed transition team that would lead the change. The Board took time for discussion and to address some concerns. It was agreed that more conversation would be required. It was decided that a special meeting would be held Monday, November 30th to address concerns and dive more into the details of what this potential union could mean. A special meeting has also been scheduled for Wednesday, December 2nd at 11:30 AM for the Board to vote on whether or not to move forward with the joint operating agreement. Additionally, it was noted that Board Members should send any questions or concerns they have to Chair Pionk so they can be compiled and answered for all Board Members.

Heffernan logged out at 12:49 PM.

ADJOURNMENT: L. Mullen made a motion to adjourn which was seconded by Finnegan. The meeting adjourned at 1:14 PM.

Upcoming Meetings

A special board meeting will be held on November 30th at 11:30 AM and December 2nd at 11:30 AM. The next board meeting will be a regular meeting on December 30, 2020 at 11:30 AM. All meetings will be held via Zoom.

Minutes reported by Renae Matt, Executive Assistant.

Submitted by:

Karen Pionk, Chair

Lynne Williams, Secretary