

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

January 27, 2021

A Regular Board Meeting was held Wednesday, January 27<sup>th</sup>, 2021 via Zoom.

Board Members Present: Chair Pat Mullen, Vice Chair Lynne Williams, Secretary Mary Finnegan, Roz Randorf, Peter Singler, Laura Mullen, Bill Nelson, Carrie Heffernan, Matt Baumgartner, Martha Bremer

Board Members Absent: Don Ness

DECC Staff Present: Roger Reinert, Caty Kaups, Renae Matt, Jeff Stark, Steve Rankila

Others Present: Guest – Josh Berlo (UMD Athletics), Members of the Public, Media

CALL TO ORDER and QUORUM: P. Mullen called the meeting to order at 11:30 AM. A quorum of directors was present.

*Finnegan joined at 11:31 AM.*

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

*Randorf joined at 11:31 AM.*

MOTION: Nelson made a motion to approve the meeting minutes from the regular meeting on December 30, 2020. L. Mullen seconded. The minutes were approved unanimously.

MOTION: A motion was requested to approve the December 2020 check run. Finnegan made the motion and L. Mullen seconded. The motion passed unanimously.

**Executive Director Report**

The Board was given a brief report from the Finance Committee Chair and DECC staff regarding the financial statements, cash flow, 3-month forecast, and upcoming events. It was noted that the December Finance Report would not be finalized until after the audit is complete, and any necessary adjustments can be made.

*Heffernan joined at 11:37 AM.*

The Board took time to address questions regarding events, anticipating increased staffing needs, operational activities, and expense expectations.

There was a question regarding a payment on the check run. It was clarified that the payment was for software systems utilized within the event planning and accounting departments.

The Board was notified that the DECC received the official letter regarding the expected reduction of unemployment liability. It was also noted that an application was submitted to the MN DEED Convention Center Relief Grant (CCRG), and applications will be submitted to the St. Louis County Phase 3: Small Business COVID-19 Relief Grant, as well as the Save our Stages (SOS) Grant through the Small Business Administration.

The Board was updated that legislative partners had been contacted and are discussing options to help with the unemployment liability and AMSOIL bond payment.

A brief overview was given of the annual audit process and what the Board can expect for their review process and timeline. It was mentioned that the State Auditors' focus over the last few years has been reviewing written policies.

The Board was given updates regarding recent events, including the limited spectators that have been allowed back for UMD hockey games. The extension of the COVID-19 testing site was also discussed, as well as tentative plans for the 2021 touring season for the William A. Irvin. The Board was informed that a recommendation may be made during the February meeting regarding the current resolution on catering guidelines.

The Board was updated on four top priorities that were the results of discussions between the Executive Committee and Reinert. The four priorities mentioned were maintaining current operations, pursuing additional finance support, supporting Board and committee priorities, and identifying organizational priorities. The Board took time to discuss these items in further detail.

### **New Business**

*UMD 2020 Annual Presentation – Josh Berlo, UMD Athletic Director:* P. Mullen welcomed Berlo and announced that the agenda would be amended to accommodate Berlo's presentation. The agenda would resume its order following the presentation. No board members were opposed.

Berlo gave his annual presentation, highlighting the accomplishments and priorities of UMD Athletics, the students, and the historical partnership with the DECC.

The Board took some time to comment on the presentation, ask questions, then discussed ideas to increase the fan experience.

### **Committee Reports**

*Executive:* The Executive Committee reported that their primary focus has been completing committee assignments, establishing priorities for the Interim Executive Director, and determining the priorities of the new ad hoc committees.

*Finance:* No additional report.

*Governance:* The Governance Committee announced that there is now a working document of the enabling statute for them to collaborate on recommended changes. They will also be focusing on the new board member orientation process.

*Personnel:* The Personnel Committee reported they are on hold with the COVID-19 Policy until the new committee is assigned, and that the Executive Director search will now be assigned to another group.

### **Old Business**

*DECC Enabling Legislation Revisions:* The Board can expect updates at the February meeting.

**New Business, continued**

**New Committee Assignments:** New standing committee assignments were announced, as well as two ad hoc committees.

**Standing Committees**

*Executive Committee:* P. Mullen – Chair, Williams, Finnegan

*Governance Committee:* Williams – Chair, Bremer, L. Mullen

*Finance Committee:* Finnegan – Chair, Baumgartner, L. Mullen, P. Mullen

*Personnel Committee:* Singler – Chair, Heffernan, Nelson, Ness

**Ad Hoc Committees**

*Executive Director Search:* Ness – Chair, Randorf, Singler, Heffernan, Bremer

*Strategic Planning:* Nelson – Chair, Randorf, Baumgartner, Williams, Finnegan

The Board was informed that the Executive Committee had discussed goals for the Executive Director Search Committee. It was recommended that the search committee meet and discuss these recommendations and work to finalize their goals. The group will bring an update to the February meeting on their progress, identified boundaries, and identified costs. It was noted that the Executive Director Search Committee has begun interviewing potential search firms.

MOTION: P. Mullen requested a motion from the Board to authorize the Executive Director Search Committee to move forward with the interviews and the selection of a search firm. Finnegan made the motion and Williams seconded. The motion carried.

A summary was given regarding the Strategic Planning Committee and the members that will be working on this plan. An update can be expected at the February board meeting from this group.

The Board took time to discuss meeting schedules, frequency of meetings, project lists, actions needed, a consideration of a Committee as a Whole, and communication improvements. It was decided to give the current committees time to meet and bring recommendations back to the February meeting for discussion.

The Board was notified that an update regarding Great Lakes Cruising would be coming in February, along with a guest from the Duluth Seaway Port Authority.

ADJOURNMENT: Finnegan made a motion to adjourn which was seconded by L. Mullen. The meeting adjourned at 1:02 PM.

**Upcoming Meetings**

The next regular meeting will be held February 24, 2021 at 11:30 AM. Location to be determined.

Minutes reported by Renae Matt, Executive Assistant.

Submitted by:

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Patrick Mullen, Chair

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Mary Finnegan, Secretary