

DULUTH ENTERTAINMENT AND CONVENTION CENTER AUTHORITY
REGULAR BOARD MEETING
March 31, 2021

A Regular Board Meeting was held Wednesday, March 31st, 2021 via Zoom.

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

DECC Staff Present: Roger Reinert, Renae Matt, Jeff Stark, Steve Rankila, Mary Sullivan, Sue Ellen Moore

Others Present: Members of the Public

CALL TO ORDER and QUORUM: P. Mullen 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 Singler seconded. The agenda was approved unanimously.

MOTION: Bremer made a motion to approve the meeting minutes from the regular meeting on February 24th, 2021. Baumgartner seconded. The minutes were approved unanimously.

Finnegan and Randorf joined at 11:35 AM.

MOTION: A motion was requested to approve the February 2021 check run. Ness made the motion and Nelson seconded. The motion passed unanimously.

Executive Director Report

The Board was given a brief overview of a new, temporary Food and Beverage Manager position. This role will provide a skillset that is currently missing at the DECC and is needed for upcoming events. It was acknowledged that this position is short-term, set to expire August 31, 2021.

The Board was notified that conversations have been held with Shane Bauer from Grandma's Marathon. It was recommended the Board connect with him in April or May to get a brief summary of the plan for this summer's marathon event. It was also recommended that the Board connect with Brandon VanWaeyenberghe from the Duluth Superior Symphony Orchestra (DSSO). The Board was reminded that the DSSO was one of the first events to step forward to safely host an in-person event at the DECC back in October 2020.

It was noted that the Save Our Stages federal grant application window is expected to open in April, which could provide relief for the loss of live, on stage, ticketed events and the associated parking and concessions revenues.

The Board was notified that the MN Department of Health has extended the testing and vaccination site through the end of May 2021.

A reminder was given that the coming months will pull a significant amount of time from DECC operations for two full-time directors, in order to focus on the Irvin and Bayfront summer season. The DECC staff have been engaging in discussions to create plans and recommendations for food and beverage, parking, concessions, and other priorities so DECC operations are ready to

move forward. An overview of this plan will be presented to the Finance Committee April 15th, and to the full Board at the April meeting.

The Board was asked to assist the DECC in finding opportunities for financial assistance. Being a quasi-governmental authority has limited the options for assistance through the federal stimulus.

The Board discussed the option of meeting in-person again and it was decided to meet in-person at the DECC for the April Board Meeting on April 28, 2021.

Heffernan joined at 11:45am.

Committee Reports

Executive: The Executive Committee reported many conversations updating Board Members on the Executive Director search, working with the DECC team on IT, and potential plans to move forward. It was stated that the current interim executive director contract has been extended to the end of May 2021, at which time the Executive Committee will have a plan will be in place for June and beyond. The Board took some time to comment on the progress that has been made during the last several months with Reinert as interim.

It was noted that the Executive Committee asked Reinert to engage in Cruising Coalition meetings in order for the DECC to remain engaged as a partner. The Board will be updated as needed.

Finance: The Finance Committee reported they decided to forego an estimated cashflow, as well as a revenue and expense forecast this month. The DECC Finance Director created a financial analysis tool to review potential events and the costs or revenues associated with them which has given the Finance Committee more confidence in upcoming events.

It was mentioned that the committee continues to review alternative ways to report the financials to make them relevant and identifiable for the Board. It was noted that the \$500k grant from the MN Deed Convention Center Relief Grant (CCRG), and the revenue from the vaccination site and the testing site, was outlined in the variance analysis.

Governance: The Governance Committee reported that the legislative committees in the House and the Senate have given unanimous approval for the updates to the DECC enabling legislative language. The changes are now waiting to be voted on at the floor and will then go to the Governor's desk.

The committee plans to review the public use of space and data practices policies. Additionally, a survey will be coming to gather main areas of expertise from current board members and collect recommended skillsets for future board members, which could later be used for suggestions to appointing authorities. The committee will be reviewing more closely the new board member orientation and distinguishing where the Board should draw the line between governance and operational oversight. It was also noted to add eventually add Board member bios to the website.

Personnel: The Personnel Committee reported that they will be reviewing the updated drafts of the cell phone and electronic usage policies after they had been reviewed by Terch & Associates. They plan to review the full-time and part-time benefit packages offered by the DECC, as well as the handbook, job descriptions, and labor agreements.

Executive Director Search: The Executive Director Search Committee reported that the search is moving forward with active networking and outreach to potential candidates. It was noted that the position profile is on the DECC website. It was suggested to move it to the front page and share it on social media. The committee said they expect the recruitment and application process to last approximately 5-6 weeks, and hope the search process will be complete by the end of May.

Strategic Planning: The Strategic Planning Committee announced they have defined a potential mission and vision statement. It was noted they would like the new Executive Director to have input on the core values. They will continue outlining the strategic priorities and best bets for growth opportunity, and they plan to bring the draft to the full Board for input.

Old Business

No old business.

New Business

No new business.

It was noted that the Board will continue to be updated as needed throughout the Executive Director Search process, and as priority items come forward in the upcoming months.

MOTION: A motion was requested to adjourn. L. Mullen made the motion and Heffernan seconded. The motion passed unanimously.

ADJOURNMENT: P. Mullen adjourned the meeting at 12:10 PM.

Upcoming Meetings

The next regular meeting will be held April 28, 2021 at 11:30 AM at the DECC.

Minutes reported by Renae Matt, Executive Assistant.

Submitted by:

Patrick Mullen, Chair

Mary Finnegan, Secretary