

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

May 26, 2021

A Regular Board Meeting was held Wednesday, May 26th, 2021 in the French River Room.

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, Caty Kaups, Jeff Stark, Steve Rankila, Mary Sullivan, Sue Ellen Moore

Others Present: Dan Hartman – Incoming Executive Director, Shane Bauer – Grandma’s Marathon, Media

CALL TO ORDER and QUORUM: P. Mullen called the meeting to order at 11:34 AM. A quorum of directors was present.

The Board discussed the DECC’s current masking requirements and agreed that the DECC will follow the City of Duluth’s guidelines moving forward regarding face coverings.

It was announced that the order of business will change to allow time for guest, Shane Bauer, to speak earlier in the agenda. There were no objections.

Randorf arrived at 11:35 AM.

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

MOTION: Singler made a motion to approve the meeting minutes from the regular meeting on April 28, 2021. L. Mullen seconded. The minutes were approved unanimously.

MOTION: Bremer made a motion to approve the meeting minutes from the special meeting on May 14, 2021. Nelson seconded. The minutes were approved unanimously.

Baumgartner requested an amendment to the minutes of May 19, 2021 which state he was in attendance when he was absent.

MOTION: Finnegan made a motion to approve the meeting minutes from the special meeting on May 19, 2021 with the proposed amendment. Singler seconded. The amended minutes were approved unanimously.

MOTION: A motion was requested to approve the April 2021 check run. Baumgartner made the motion and Randorf seconded. The motion passed unanimously.

Heffernan arrived at 11:38 AM.

The order of business will move to New Business.

New Business

Updates from Shane Bauer – Grandma’s Marathon: Mr. Bauer updated the Board on the new procedures and protocols in place for the marathon weekend, due to additional safety measures surrounding the COVID-19 pandemic. Included in these changes were reduced capacities, additional space, rolling start times, virtual racing options, and extending into Bayfront Park.

The meeting will resume the regular order of business.

Executive Director Report

Updates were given regarding current staffing, hiring, and recent events, as well as skywalk and parking ramp security. It was noted that the DECC is continuing ongoing conversations with the City of Duluth and the Greater Downtown Council to increase safety measures in the skywalk.

Committee Reports

Executive: The Executive Committee reported on the preparations that are being made to onboard the incoming Executive Director, Dan Hartman. Mr. Hartman's first day will be June 14.

Finance: The Finance Committee reviewed the financial statements and added that they will be completing a more thorough review of the financial statement layout for future meetings. It was also noted that the State Auditors reported no findings during their annual review and have completed their exit meeting.

MOTION: Baumgartner made a motion to approve the April 2021 Finance Report. Heffernan seconded and the April 2021 Finance Report was approved unanimously.

Governance: The Governance Committee gave an update regarding the proposed legislative language updates which made it through the House, and now need to go through the Senate. Updates were given regarding the results of the preferred skillsets survey for incoming Board members, and Mayor Larson is in the process of reviewing applications for the next board member seat. Additionally, it was noted that the committee is organizing a Governance 101 training.

Personnel: The Personnel Committee reported that their next priority will be a high-level focus on the human resources process for onboarding staff.

Strategic Planning: The Strategic Planning Committee requested that Board members complete the survey they sent out regarding the mission and vision statement. The Board took time to discuss the outline of the strategic plan outline. It was also reported that their next steps will be working with Mr. Hartman to finish the strategic plan, once he has time to get input from staff, and they will then create the goals for implementation.

A request was made for Randorf to consider remaining on the Strategic Planning Committee as a member of the public after her term ends.

Old Business

No old business.

New Business, continued

Proposed Customs and Border Protection Facility Space: The Board reviewed the drafted resolution outlining the DECC's agreement to commit the designated space, with certain terms, for the proposed Customs and Border Protection (CBP) Facility.

MOTION: Ness made a motion to approve Resolution 2021-01. Singler and Randorf both seconded and the Resolution was approved unanimously.

The Board took time to discuss a request for qualifications (RFQ) made by the City of Duluth for tourism marketing.

A motion was requested to form a small ad hoc committee that could review the RFQ, take considerations, and if deemed appropriate, submit the DECC's qualifications.

MOTION: Finnegan made the motion and Singler seconded. The ad hoc committee was approved unanimously. Members of this committee include Williams as Committee Chair, L. Mullen, Bremer, Baumgartner, and Singler.

The Board was reminded that Reinert's last day at the DECC would be May 31, 2021. The Board agreed that Vice Chair Williams would act as a point of contact between the Board and DECC staff until Hartman started on June 14, 2021.

The Board took time to acknowledge Reinert for his service as both a Board Member, as well as his time as Interim Executive Director, and thanked him for 10 years of dedication to the DECC.

ADJOURNMENT: A motion was requested to adjourn. Randorf made the motion and Heffernan seconded. The meeting adjourned at 12:55 PM.

Upcoming Meetings

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

Minutes reported by Renae Matt, Executive Assistant.

Submitted by:

Patrick Mullen, Chair

Mary Finnegan, Secretary