

**DULUTH ENTERTAINMENT AND CONVENTION CENTER AUTHORITY**  
**REGULAR BOARD MEETING**  
June 30, 2021

A Regular Board Meeting was held Wednesday, June 30<sup>th</sup>, 2021 in the Senator Sam Solon Board Room.

**Board Members Present:**

Chair Pat Mullen  
Vice Chair Lynne Williams  
Secretary Mary Finnegan  
Don Ness  
Peter Singler  
Bill Nelson  
Martha Bremer  
Carrie Heffernan  
Roz Randorf

**Board Members Absent:**

Laura Mullen  
Matt Baumgartner

**DECC Staff Present:**

Dan Hartman  
Rena Matt  
Cathy Kaups

**Others Present:**

Jason Vincent – Incoming Board Member  
Steve Hanke – City of Duluth  
Media

P. Mullen called the meeting to order at 11:31 AM. A quorum of directors was present.

It was noted that it was Hartman's first meeting as Executive Director, Randorf's last meeting as her term expires, and Vincent was welcomed as his term will begin July 1<sup>st</sup>.

*Ness arrived at 11:32 AM.*

**Approval of Agenda**

Nelson made a motion to approve the agenda and Bremer seconded. The agenda was approved unanimously.

**Approval of Minutes**

Finnegan made a motion to approve the meeting minutes from the regular meeting on May 26, 2021. Randorf seconded. The minutes were approved unanimously.

**Approval of Check Run**

A motion was requested to approve the May 2021 check run. Ness made the motion and Singler seconded. The motion passed unanimously.

## **Executive Director Report**

### **Operational Highlights:**

1. An overview was given on the finances, including a review of previous financial tracking, the most recent profit centers, and acknowledging expenses and deficits, and a look at operational costs and goals.
2. There was a review of the DECC's purpose and focus and the vision of raising the bar on local entertainment, dining, and culture
3. No cruising update – the next meeting will take place July 16<sup>th</sup>
4. No update on the City of Duluth RFQ process – the DECC submitted for meeting space services, not marketing services. More information should be available July 12<sup>th</sup>

*Heffernan arrived at 11:57 AM.*

5. Parking rates were discussed and a decision on whether or not to raise the daily rate should be made soon.
6. There was discussion on when the Board needs to vote and when the Executive Director has the authority to make a decision. It was decided that the Executive Director has the authority to make all operational decisions on their own, but the Board expects updates and will be available for discussion and input.
7. It was announced that a Communications Director was hired and will start July 13, 2021.
8. There was discussion on the expired beverage contract. Hartman expects to select the vendor for the next beverage contract in the coming weeks.
9. There was discussion regarding internal and external catering options. It was announced that the DECC will likely be opting to return to a hybrid internal catering which will have an option for outside vendors within specified parameters. The details will be worked out before the final decision is made.

## **Committee Reports**

### **Executive:**

- The committee continues to have weekly meetings with the Executive Director.
- There was discussion on moving to a consent agenda for the Board for future meetings. There was no opposition at the suggestion.
- There was discussion that meeting minutes would be summarized further to have more succinct records of the meetings.

### **Finance:**

- The committee is continuing to review the financial structure to make improvements on the way finances and events are tracked so reports can be utilized more.
- Revenues and expenses were reviewed. A summary of upcoming events was given.
- It was noted that verbal updates at the meetings will be brief, but more detailed reports will be included in the board packets.
- It was noted that finance reports do not require monthly approval.

Governance:

- The committee is working on a Governance 101 training for the Board
- The special session is still in session and the Senate has yet to review and approve the updated legislative language recommendations.

Personnel:

- The committee is reviewing the staff onboarding process, creating a plan for Executive Director performance reviews, and working with staff to review HR processes and policies.

Strategic Planning:

- The committee is scheduled to meet July 6<sup>th</sup> to review the drafted outline with Hartman.
- They will continue to discuss the consideration for an economic impact study.

**Old Business**

No old business.

**New Business**

It was noted that board members will be contacted to schedule one on one meetings with Hartman over the next few weeks.

The Board took time to thank Randorf for her commitment and leadership on the Board.

**Adjournment**

A motion was requested to adjourn. Randorf made the motion and Finnegan seconded. The meeting adjourned at 12:44 PM.

**Upcoming Meetings**

The next regular meeting will be held July 28, 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