

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

July 28, 2021

A Regular Board Meeting was held Wednesday, July 28th, 2021 in the Harbor Side Ballroom.

Board Members Present:

Chair Pat Mullen
Vice Chair Lynne Williams
Secretary Mary Finnegan
Peter Singler
Bill Nelson
Martha Bremer
Carrie Heffernan
Laura Mullen
Jason Vincent

Board Members Absent:

Don Ness
Matt Baumgartner

DECC Staff Present:

Dan Hartman
Rena Matt
Cathy Kaups
Steve Rankila
Jeff Stark

Others Present:

Member of the Public
Media

P. Mullen called the meeting to order at 11.39 AM. A quorum of directors was present.

Approval of Consent Agenda

Nelson made a motion to approve the consent agenda, which included the meeting agenda, meeting minutes from the regular meeting on June 30, 2021, meeting minutes from the special meeting on July 22, 2021, and the June 2021 Finance Report. Singler seconded. The consent agenda was approved unanimously.

Executive Director Report

Operational Highlights:

1. An overview of the schedule of events was provided to the Board.
2. There was discussion surrounding financials, including gross and net revenues for previous events. A request was made to have comparison examples for different events, including a breakdown of cost per person based on attendance.

Heffernan arrived at 11:54 AM.

3. Updates provided on social media reach and the effect of recent promotions.
4. Discussion on plans for a new DECC event to be held Wednesdays in August.
5. No cruising updates – waiting on Viking's response.

6. City of Duluth RFP presentation is tomorrow for the convention and meetings portion of the request, as the DECC opted not to submit qualifications for the marking portion.
7. Discussion on the parking rate and potential increase for daily parking.
8. Update and discussion on beverage options being considered.
9. A brief recap and discussion took place on the recent ammonia leak, how it was handled, and the current timeline and estimated costs to repair or replace equipment.

Committee Reports

Executive:

- Overview was given to ensure committee chairs have the flexibility to schedule and meet as needed based on their projects.
- Expect group discussions in September or October regarding the next officer seats.

Finance:

- Committee continuing to work on structuring finance reports in a way to more easily understand the breakdown of financials.

Governance:

- Announced annual meeting/board retreat will be held in late September or early October to review strategic plan and review board training. A poll will be sent to gather availability. It was noted to ensure the location and accessibility adhered to open meeting laws.

Personnel:

- No updates to report.

Strategic Planning:

- Drafted strategic plan will be reviewed again prior to the annual board meeting/retreat where the plan will be brought to the full board.

Old Business

No old business.

New Business

No new business.

Adjournment

P. Mullen requested a motion to adjourn. Bremer made the motion and L. Mullen seconded. The meeting adjourned at 12:55 PM.

Upcoming Meetings

The next regular meeting will be held August 25, 2021 at 11:30 AM. Location to be determined.

Minutes reported by Renae Matt, Executive Assistant.

Submitted by:

Patrick Mullen, Chair

Mary Finnegan, Secretary