

**DULUTH ENTERTAINMENT AND CONVENTION CENTER AUTHORITY**  
**REGULAR BOARD MEETING**  
September 29, 2021

A Regular Board Meeting was held Wednesday, September 29<sup>th</sup>, 2021 in the Senator Sam Solon Conference Room.

**Board Members Present:**

Vice Chair Lynne Williams  
Secretary Mary Finnegan  
Peter Singler  
Bill Nelson  
Don Ness  
Carrie Heffernan  
Laura Mullen

**Board Members Absent:**

Chair Pat Mullen  
Matt Baumgartner  
Martha Bremer  
Jason Vincent

**DECC Staff Present:**

Dan Hartman  
Lauren Schuette  
Caty Kaups  
Lucie Amundsen

**Others Present:**

Member of the Public  
Media

Vice Chair Lynne Williams called the meeting to order at 11.39 AM. A quorum of directors was present.

**Approval of Consent Agenda**

The consent agenda included the meeting agenda, meeting minutes from the regular meeting on August 25, 2021, and the August 2021 Finance Report. MOTION to approve the consent agenda requested by Williams; motion made by Finnegan and seconded by Nelson. Motion unanimously carried.

**Executive Director Report**

**Operational Highlights:**

1. Amundsen presented a photo summary of recent and upcoming events hosted at the DECC and Bayfront Park.
2. Hartman announced that The Haunted Ship will offer online ticketing and Fast Pass options this year.

3. Cruising update and discussion, Viking agreed to contract with Duluth to set up cruising and starter cruise options. A special Board meeting may be scheduled for further discussion of DECC involvement.
4. The parking rate increase to \$10.00 is now in effect.
5. Update regarding current staffing levels, recent hires, and additional hiring plans. Hartman indicated the DECC is still experiencing significant staffing shortages in many areas.
6. Beverage contract update provided. A special meeting may be scheduled to finalize the contract.
7. Update provided regarding Curling Club ice plant.
8. Update and discussion regarding event scheduling and Delta variant impacts.
9. Data Dashboard illustrating the DECC's organizational health was handed out.
10. A presentation was given on Hartman's recent trip to visit St. Cloud's convention center. Board members were encouraged to attend future convention center tours with Hartman to compare set up, branding, etc.
11. Discussion regarding DECC app. for events, Haunted Ship, DECC navigation, etc. took place.

### **Committee Reports**

#### **Executive:**

- Meetings reduced from weekly to twice per month.

#### **Finance:**

- The committee reviewed the purchasing policy and finance statements.

#### **Governance:**

- The committee will be collecting policies to create policy library.
- The committee plans to separate policies into two categories: Board policies and administrative policies.
- The committee continues to work on the retreat agenda.
- The committee is preparing for the upcoming round of officer elections.
- The committee will bring forth candidates for review at the November meeting for vote and election in December.

#### **Personnel:**

- No updates to report.

#### **Strategic Planning:**

- Drafted strategic plan will reviewed and discussed at the annual Board retreat on October 11<sup>th</sup>-12<sup>th</sup>.

### **Old Business**

No old business.

### **New Business**

Purchasing Policy and procedures were reviewed and discussed. Purchasing requests greater than \$50,000 go through a bid process, this matches the enabling state legislation passed June 2021. Purchases ranging from \$50,000 to \$100,000 require Finance Chair approval. Purchases

greater than \$100,000 require Executive Committee approval. Hartman indicated this policy may need to evolve after implementation if operational complications arise from the procedural elements included. MOTION to approve the Purchasing Policy and procedures requested by Williams; motion made by Mullen and seconded by Stigler. Motion unanimously carried.

**Adjournment**

Nelson requested a motion to adjourn. The meeting adjourned at 12:42 PM.

**Upcoming Meetings**

The next regular meeting will be held October 27, 2021 at 11:30 AM. Location: Senator Sam Solon Conference Room.

Minutes reported by Ronni Murphy, Office and Project Manager.

Submitted by:

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Patrick Mullen, Chair

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Mary Finnegan, Secretary