

**DECC BOARD OF DIRECTORS  
REGULAR MEETING**

Senator Sam Solon Board Room  
Wednesday, December 14, 2021  
4:00 PM to 5:00 PM

**I. CALL TO ORDER**

**II. APPROVAL OF CONSENT AGENDA**

- A. Agenda
- B. Regular Board Meeting Minutes – November 17, 2021
- C. Finance Statements – October 2021

**III. EXECUTIVE DIRECTOR REPORT**

- A. Operational highlights

**IV. COMMITTEE REPORTS**

- A. Executive
  - i. Update
- B. Finance
  - i. Update
- C. Governance
  - i. Update
- D. Personnel
  - i. Update

**V. OLD BUSINESS**

**VI. NEW BUSINESS**

- A. Officer Elections
- B. DECC Authority Bylaws – redlined changes

**VII. Other**

**VIII. ADJOURNMENT**

**IX. UPCOMING MEETINGS**

The next regular business meeting is scheduled for Wednesday January 26, 2022 at 11:30 AM. Location: Senator Sam Solon Board Room.

# **DECC BOARD REPORT**

**December 2021**

- Minutes
- October Finance Statements
- DECC Authority Bylaws - Redlined

**DULUTH ENTERTAINMENT AND CONVENTION CENTER AUTHORITY**  
**REGULAR BOARD MEETING**  
November 17, 2021

A Regular Board Meeting was held Wednesday, November 17, 2021 in the Senator Sam Solon Board Room.

Board Members Present:

Chair Patrick Mullen  
Vice Chair Lynne Williams  
Secretary Mary Finnegan  
Peter Singler  
Bill Nelson  
Carrie Heffernan  
Laura Mullen  
Martha Bremer  
Don Ness  
Matthew Baumgartner  
Jason Vincent

Board Members Absent:

DECC Staff Present:

Dan Hartman  
Caty Kaups  
Lucie Amundsen  
Ronni Murphy

Others Present:

Media

Chair Patrick Mullen called the meeting to order at 11:32 AM. A quorum of directors was present.

**Approval of Consent Agenda**

The consent agenda included the meeting agenda and meeting minutes from the regular meeting on October 27, 2021. MOTION to approve the consent agenda requested by Chair P. Mullen; motion made by Nelson and seconded by L. Mullen. Motion unanimously carried.

**Executive Director Report**

Operational Highlights:

1. Hartman shared that the DECC surpassed the previous all-time attendance record for the Haunted Ship.

*Heffernan joined at 11:45 AM.*

2. Hartman presented a photo summary of recent and upcoming events hosted at the DECC.
3. Hartman reviewed media highlights.

*Ness joined at 11:58 AM.*

4. No updates regarding the beverage contract.
5. Update provided regarding event scheduling and Delta variant impacts.
6. Cruise ship facility documentation is currently under legal review.

### **Committee Reports**

#### **Executive:**

- The Officer nomination slate was announced, and will be voted on during the December Board meeting:
  - o Chair – Lynne Williams
  - o Vice Chair – Peter Singler
  - o Secretary – Matthew Baumgartner
- A recommendation was provided to create a matrix of Board Member terms for reference.

#### **Finance:**

- The committee reviewed and adopted the 2022 budget.
- The adopted budget will be presented at the City Council meeting on December 6, 2021.

#### **Governance:**

- The committee continues to review Board Member term start and end dates.
- Williams scheduled a meeting with Hartman and Murphy to receive updates related to the implementation of the organization policy library.
- Board Members can expect to receive a copy of the Bylaws for review at the December or January Regular Board Meeting.

#### **Personnel:**

- The committee is scheduled to meet in November and will begin planning the Executive Director review process and 2022 performance objectives.

#### **Strategic Planning:**

- No updates to report, this ad hoc committee has been dissolved.

### **Old Business**

No old business.

### **New Business**

No new business.

### **Other**

Hartman presented the 2022 Regular Board Meeting Schedule as included in the Board Packet.

Hartman walked Board Members around the DECC facilities to tour facility needs including but not limited to: the DECC Arena ice plant chiller, the boiler room, the DECC HVAC system, and a DECC power transformer.

### **Adjournment**

Chair P. Mullen requested a motion to adjourn. The meeting adjourned at 12:42 PM.

**Upcoming Meetings**

The next regular meeting will be held December 14, 2021 at 4:00 PM. Location: Senator Sam Solon Board 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

**DULUTH ENTERTAINMENT AND CONVENTION CENTER AUTHORITY**  
**CONSOLIDATED MANAGEMENT SUMMARY**

OCTOBER 2021

(Detail)

**CURRENT MONTH**

**YEAR TO DATE**

REVENUES:	CURRENT MONTH				YEAR TO DATE					
	BUDGET	ACTUAL	VARIANCE	VAR %	2019	BUDGET	ACTUAL	VARIANCE	VAR %	2019
BUILDING SERVICES	164,600	291,002	126,402	76.8%	385,694	1,381,700	2,151,435	769,735	55.7%	2,809,195
MARKETING	3,900	3,083	(817)	-20.9%	3,873	39,000	24,923	(14,077)	-36.1%	42,485
CATERING	105,250	178,911	73,661	70.0%	567,086	371,400	307,967	(63,433)	-17.1%	3,136,695
CONCESSIONS	23,275	112,393	89,118	382.9%	101,921	41,900	112,955	71,055	169.6%	747,355
ADMINISTRATIVE	29,700	30,259	559	1.9%	29,249	329,350	334,426	5,076	1.5%	315,141
IRVIN	277,625	461,234	183,609	66.1%	6,785	746,440	894,852	148,412	19.9%	48,009
TICKET OFFICE	2,500	26,981	24,481	979.2%	68,302	142,500	89,579	(52,921)	-37.1%	579,234
PARKING	39,500	140,941	101,441	256.8%	112,740	381,000	783,423	402,423	105.6%	1,084,752
BAYFRONT	0	0	0	0.0%	1,488	183,292	208,289	24,997	13.6%	190,919
<b>TOTAL OPERATING REVENUES</b>	<b>646,350</b>	<b>1,244,804</b>	<b>598,454</b>	<b>92.6%</b>	<b>1,277,138</b>	<b>3,616,582</b>	<b>4,907,850</b>	<b>1,291,268</b>	<b>35.7%</b>	<b>8,953,784</b>

**OPERATING EXPENSES:**

BUILDING SERVICES	74,415	177,150	(102,735)	-138.1%	264,417	560,815	736,426	(175,611)	-31.3%	2,125,466
PROPERTY MTNC	110,800	185,942	(75,142)	-67.8%	237,024	1,097,910	1,612,628	(514,718)	-46.9%	2,018,737
MARKETING	10,605	20,023	(9,418)	-88.8%	16,936	97,920	114,477	(16,557)	-16.9%	138,100
CATERING	77,130	101,015	(23,885)	-31.0%	266,132	275,460	212,010	63,450	23.0%	1,677,026
CONCESSIONS	20,463	66,279	(45,816)	-223.9%	79,138	59,286	85,525	(26,239)	-44.3%	594,635
ADMINISTRATIVE	97,465	118,818	(21,353)	-21.9%	172,413	1,396,730	1,074,765	321,965	23.1%	1,501,491
IRVIN	128,315	138,870	(10,555)	-8.2%	15,822	504,380	434,369	70,011	13.9%	108,040
TICKET OFFICE	7,605	14,674	(7,069)	-93.0%	38,154	13,965	32,989	(19,024)	0.0%	252,140
PARKING	11,860	24,621	(12,761)	-107.6%	32,665	133,850	90,849	43,001	32.1%	451,508
BAYFRONT	0	1,114	(1,114)	N/A	240	107,625	92,959	14,666	13.6%	115,175
<b>TOTAL OPERATING EXPENSES</b>	<b>538,658</b>	<b>848,505</b>	<b>(309,847)</b>	<b>-57.5%</b>	<b>1,122,941</b>	<b>4,247,941</b>	<b>4,486,998</b>	<b>(239,057)</b>	<b>-5.6%</b>	<b>8,982,317</b>

<b>OPERATING PROFIT/(LOSS)</b>	<b>107,692</b>	<b>396,299</b>	<b>288,607</b>	<b>268.0%</b>	<b>154,197</b>	<b>(631,359)</b>	<b>420,852</b>	<b>1,052,211</b>	<b>166.7%</b>	<b>(28,533)</b>
<b>CURRENT CASH RESERVE</b>							<b>2,150,000</b>			
<b>OPERATING CASH AVAILABLE</b>							<b>2,570,852</b>			

DULUTH ENTERTAINMENT AND CONVENTION CENTER AUTHORITY

CONSOLIDATED MANAGEMENT SUMMARY

OCTOBER 2021  
(Summary)

CURRENT MONTH

YEAR TO DATE

	BUDGET	ACTUAL	VARIANCE	VAR %	2019	BUDGET	ACTUAL	VARIANCE	VAR %	2019
<b>DPTMTL PROFIT/LOSS:</b>										
BUILDING SERVICES	90,185	113,852	23,667	26.2%	121,277	820,885	1,415,009	594,124	72.4%	683,729
PROPERTY MTNC	(110,800)	(185,942)	(75,142)	-67.8%	(237,024)	(1,097,910)	(1,612,628)	(514,718)	-46.9%	(2,018,737)
MARKETING	(6,705)	(16,939)	(10,234)	-152.6%	(13,063)	(58,920)	(89,554)	(30,634)	-52.0%	(95,615)
CATERING	28,120	77,896	49,776	177.0%	300,954	95,940	95,957	17	0.0%	1,459,670
CONCESSIONS	2,812	46,114	43,302	1539.9%	22,783	(17,386)	27,430	44,816	257.8%	152,720
ADMINISTRATIVE	(67,765)	(88,559)	(20,794)	-30.7%	(143,164)	(1,067,380)	(740,339)	327,041	30.6%	(1,186,350)
IRVIN	149,310	322,364	173,054	115.9%	(9,037)	242,060	460,484	218,424	90.2%	(60,031)
TICKET OFFICE	(5,105)	12,307	17,412	341.1%	30,148	128,535	56,589	(71,946)	-56.0%	327,094
PARKING	27,640	116,321	88,681	320.8%	80,075	247,150	692,574	445,424	180.2%	607,309
BAYFRONT	0	(1,114)	(1,114)	N/A	1,248	75,667	115,330	39,663	52.4%	62,883
<b>TOTAL OPERATING PROFIT/LOSS</b>	<b>107,692</b>	<b>396,299</b>	<b>288,607</b>	<b>268.0%</b>	<b>154,197</b>	<b>(631,359)</b>	<b>420,852</b>	<b>1,052,211</b>	<b>166.7%</b>	<b>(67,329)</b>

NON-OPERATING REVENUES/EXPENSES:

CITY HOTEL/MOTEL TAXES	112,039	112,039	0	0.0%	145,475	1,120,390	1,120,390	0	0.0%	1,454,750
COVID RELIEF GRANTS	0	0	0	N/A	0	0	1,251,745	1,251,745	N/A	0
NAMING RIGHTS REVENUE	16,667	16,667	0	0.0%	16,667	166,670	166,670	0	0.0%	166,670
ARENA BOND PAYMENTS	(90,919)	(90,919)	0	0.0%	(87,905)	(909,190)	(909,190)	0	0.0%	(879,052)

SUBTOTAL OPERATING PROFIT/LOSS

	145,479	434,086	288,607	198.4%	228,434	(253,489)	2,050,467	2,303,956	908.9%	675,039
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LESS: DEPRECIATION

DEPRECIATION (NET)	(59,000)	(59,000)	0	0.0%	(59,000)	(590,000)	(590,000)	0	0.0%	(590,000)
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NET CHANGE IN RETAINED EARNINGS

	86,479	375,086	288,607	333.7%	169,434	(843,489)	1,460,467	2,303,956	273.1%	85,039
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**BUILDING SERVICES 1571**

Date:	Oct-21	Oct-21	Oct-20	Oct-19	YTD 2021		YTD 2020	YTD 2019	
	BUDGET	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	ACTUAL	
<b>REVENUES:</b>									
5910	EXHIBITION RENTAL	20,000	56,694	251	103,595	81,100	171,944	75,182	459,058
5911	BUILDING RENTAL	113,600	160,399	77,878	209,101	1,035,600	1,085,486	1,037,623	1,854,857
	BUILDING RENT-COVID	0	23,257	23,257	0	0	537,571	30,234	0
5912	SPECIAL SERVICES	3,500	11,293	697	22,767	99,500	71,997	23,538	183,456
5935	ELECTRIC	4,500	20,032	0	20,613	4,500	29,469	23,727	106,156
5936	PHONE/INTERNET RENTAL	2,000	6,195	340	10,035	2,000	22,365	10,463	47,805
5937	ICE RENTAL	21,000	13,132	35,395	19,583	159,000	232,604	155,126	157,863
	<b>TOTAL REVENUES</b>	<b>164,600</b>	<b>291,002</b>	<b>137,817</b>	<b>385,694</b>	<b>1,381,700</b>	<b>2,151,435</b>	<b>1,355,893</b>	<b>2,809,195</b>
<b>PAYROLL EXPENSES:</b>									
5100	PERM-REGULAR	19,890	30,958	16,181	52,940	135,170	188,147	220,177	482,339
5101	OVERTIME	200	7,934	315	3,632	2,000	15,784	6,534	21,017
5102	HOLIDAY OVERTIME	0	0	0	0	600	1,110	3,003	5,629
5103	PART TIME-REGULAR	35,000	86,562	15,685	134,983	275,000	338,735	345,144	1,051,741
5109	CONTRACT LABOR	0	2,049	0	4,618	0	2,049	8,226	28,260
5121	PERA CONTRIBUTIONS	3,580	7,265	1,389	10,794	26,830	33,031	25,905	97,515
5122	FICA CONTRIBUTIONS	3,360	7,545	1,936	11,748	25,160	33,288	35,220	95,179
5123	FICA-MDCARE	800	1,765	453	2,747	5,990	7,785	8,240	22,260
5131	HEALTH INSURANCE	3,690	8,430	2,810	10,471	31,620	36,612	50,250	103,827
5132	DENTAL INSURANCE	120	165	99	357	1,080	1,386	2,096	3,604
5141	UNEMPLOYMENT INS	0	0	0	0	0	0	1,115	474
	<b>TOTAL PIR EXPENSES</b>	<b>66,640</b>	<b>152,673</b>	<b>38,868</b>	<b>232,290</b>	<b>503,450</b>	<b>657,928</b>	<b>705,909</b>	<b>1,911,846</b>
<b>OPERATING EXPENSES:</b>									
5200	OFFICE SUPPLIES	0	1,190	0	1,772	0	3,194	1,714	5,023
5205	BUILDING SERVICES SUPPLIES	430	2,270	0	1,131	3,900	2,908	4,344	11,133
5206	EXHIBITION SUPPLIES	1,000	1,658	0	497	4,060	10,719	6,146	17,079
5210	CUSTODIAL PAPER SUPPLIES	1,650	4,301	90	4,266	13,840	11,601	7,374	23,858
5211	CLEANING SUPPLIES	2,470	3,570	903	3,556	20,740	18,361	14,783	34,042
5218	UNIFORMS	0	0	0	518	0	120	1,002	5,547
5240	TOOLS/EQUIPMENT	75	0	0	24	75	295	156	732
5310	CONTRACT SERVICES	500	3,520	0	5,381	500	3,520	10,021	30,750
5320	TECHNOLOGY REPAIRS/MAINT	50	0	0	471	50	272	405	1,640
5321	TELEPHONE	0	0	0	0	0	0	518	162
5323	RADIO REPAIRS	0	118	0	0	0	118	8,681	0
5331	TRAVEL/ENT	0	0	0	0	0	0	0	295
5334	TRAINING	0	224	0	199	0	224	61	1,809
5400	REPAIR/MAINT	500	178	0	8,322	5,000	7,079	6,203	24,364
5406	ELECTRIC	600	6,157	0	1,867	6,000	15,997	5,269	30,633
5429	STAGE MISC	300	908	0	3,011	3,000	3,330	2,985	18,252
5450	LAUNDRY	200	502	0	1,113	200	760	1,401	8,301
	<b>TOTAL OPERATING EXPENSES</b>	<b>7,775</b>	<b>24,595</b>	<b>993</b>	<b>32,127</b>	<b>57,365</b>	<b>78,498</b>	<b>71,063</b>	<b>213,620</b>
	<b>TOTAL EXPENSES</b>	<b>74,415</b>	<b>177,268</b>	<b>39,861</b>	<b>264,417</b>	<b>560,815</b>	<b>736,426</b>	<b>776,972</b>	<b>2,125,466</b>
	<b>DPMT GAIN/LOSS</b>	<b>90,185</b>	<b>113,734</b>	<b>97,956</b>	<b>121,277</b>	<b>820,885</b>	<b>1,415,009</b>	<b>578,920</b>	<b>683,729</b>



PROPERTY MAINTENANCE 1572

Date:	Oct-21	Oct-21	Oct-20	Oct-19	YTD 2021	YTD 2021	YTD 2020	YTD 2019
	BUDGET	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	ACTUAL
<b>PAYROLL EXPENSES:</b>								
5100 PERM REGULAR	23,500	24,002	19,391	23,722	216,800	218,919	237,580	280,867
5101 OVERTIME	500	4,250	184	1,119	5,000	14,819	6,155	14,311
5102 HOLIDAY OVERTIME	0	0	0	0	4,300	2,597	4,766	4,073
5103 PART TIME REGULAR	3,000	0	0	2,844	3,000	0	10,155	28,425
5109 CONTRACT LABOR	0	0	0	960	0	0	0	960
5121 PERA CONTRIBUTIONS	1,760	1,924	1,319	1,877	14,910	17,813	17,096	23,798
5122 FICA CONTRIBUTIONS	1,590	1,645	1,247	1,604	13,530	13,584	15,021	19,184
5123 FICA-MDCARE	380	385	292	375	3,220	3,177	3,513	4,487
5131 HEALTH INSURANCE	8,700	7,548	7,789	7,664	83,400	68,927	69,332	82,655
5132 DENTAL INSURANCE	170	198	132	186	1,560	1,617	1,419	2,108
5141 UNEMPLOYMENT INS	0	0	0	0	0	0	0	0
<b>TOTAL P/R EXPENSES</b>	<b>39,600</b>	<b>39,952</b>	<b>30,354</b>	<b>40,351</b>	<b>345,720</b>	<b>341,452</b>	<b>365,038</b>	<b>460,866</b>
<b>OPERATING EXPENSES:</b>								
5200 OFFICE SUPPLIES	0	267	0	205	0	2,261	498	2,356
5204 ARENA SCOREBOARD/SOUND	500	254	392	430	2,000	254	855	999
5209 ICE MAKING SUPPLIES	2,500	1,991	529	1,898	14,000	32,331	12,789	26,362
5211 COVID SUPPLIES	500	0	578	0	8,000	0	11,323	0
5212 VEHICLE FUEL & REPAIRS	1,000	2,500	0	6,828	8,500	12,315	9,530	35,317
5217 LIGHT BULBS	750	1,154	0	1,768	1,500	6,708	1,535	15,432
5218 UNIFORMS	100	54	0	556	200	988	864	1,509
5219 SAFETY SUPPLIES	100	791	0	1,533	1,000	1,361	1,137	5,555
5220 REPAIR/MAINT SUPPLIES	500	1,064	320	5,178	5,000	11,401	17,034	45,483
5225 LANDSCAPE	0	0	0	0	3,750	1,183	776	7,547
5228 PAINTING SUPPLIES & LABOR	250	221	0	889	2,500	627	1,467	13,012
5240 TOOLS/EQUIPMENT	250	53	0	204	250	53	1,982	6,506
5250 ELEVATOR MAINTENANCE	0	2,431	0	39,718	8,500	20,154	23,210	74,377
5255 DOOR & GLASS REPLACEMENT	500	3,264	0	0	5,000	4,113	8,645	1,127
5310 CONTRACT SERVICES	2,000	10,751	292	289	6,400	29,832	4,931	17,702
5334 TRAINING	0	0	0	190	0	0	0	639
5381 ELECTRICITY	40,000	84,517	45,663	78,423	445,000	678,627	483,428	617,046
5382 WATER/SEWER	9,000	16,371	195	13,318	81,000	94,007	64,798	114,204
5383 HEAT (DULUTH STEAM)	7,500	2,084	0	32,389	113,500	230,057	290,636	403,966
5384 TRASH REMOVAL	500	1,537	222	1,743	2,750	5,205	4,277	14,754
5385 RECYCLING EXPENSE	400	(923)	0	1,207	2,200	765	3,584	9,776
5400 REPAIR/MAINT	1,500	1,289	0	396	10,500	87,493	8,141	32,408
5406 ELECTRIC/MECHANIC	1,600	8,768	3,478	3,555	12,400	27,787	16,140	33,796
5407 PLUMBING/HEATING	1,750	7,553	3,656	4,664	15,250	20,256	22,507	73,522
5438 LICENSES	0	0	0	1,125	2,990	3,399	2,743	4,310
<b>TOTAL OPERATING EXPENSES</b>	<b>71,200</b>	<b>145,990</b>	<b>55,325</b>	<b>196,673</b>	<b>752,190</b>	<b>1,271,176</b>	<b>992,830</b>	<b>1,557,871</b>
<b>TOTAL EXPENSES</b>	<b>110,800</b>	<b>185,942</b>	<b>85,679</b>	<b>237,024</b>	<b>1,097,910</b>	<b>1,612,628</b>	<b>1,357,868</b>	<b>2,018,737</b>
<b>DPMT GAIN/LOSS</b>	<b>(110,800)</b>	<b>(185,942)</b>	<b>(85,679)</b>	<b>(237,024)</b>	<b>(1,097,910)</b>	<b>(1,612,628)</b>	<b>(1,357,868)</b>	<b>(2,018,737)</b>

MARKETING 1573

Date:		Oct-21	Oct-21	Oct-20	Oct-19	YTD 2021		YTD 2020	YTD 2019
		BUDGET	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	ACTUAL
<b>REVENUES:</b>									
5920	ADVERTISING	3,900	3,083	0	3,873	39,000	24,923	29,176	42,485
<b>TOTAL REVENUE</b>		<b>3,900</b>	<b>3,083</b>	<b>0</b>	<b>3,873</b>	<b>39,000</b>	<b>24,923</b>	<b>29,176</b>	<b>42,485</b>
<b>PAYROLL EXPENSES:</b>									
5100	SALARIES-PERM	5,830	11,285	5,706	8,729	56,380	75,428	61,735	72,780
5103	PART TIME REGULAR	0	2,205	0	0	0	2,205	0	0
5116	CAR ALLOWANCE	0	0	0	358	0	0	1,177	3,508
5121	PERA	440	923	387	591	4,220	5,254	4,448	5,289
5122	FICA	360	816	325	493	3,490	4,699	3,416	4,408
5123	FICA-MDCARE	90	191	76	115	830	1,099	799	1,031
5131	HEALTH INSURANCE	1,925	2,810	1,928	3,506	19,250	15,145	22,172	17,482
5132	DENTAL INSURANCE	35	66	33	31	350	363	396	310
5141	UNEMPLOYMENT INS	0	0	0	0	0	0	0	0
<b>TOTAL PIR EXPENSES</b>		<b>8,680</b>	<b>16,091</b>	<b>8,454</b>	<b>13,823</b>	<b>84,520</b>	<b>101,988</b>	<b>94,143</b>	<b>104,807</b>
<b>OPERATING EXPENSES:</b>									
5200	OFFICE SUPPLIES	0	40	0	69	0	40	7	543
5325	YELLOW PAGE/800 #	0	0	0	0	0	0	0	0
5334	TRAINING/EDUCATION	0	0	0	0	0	0	0	0
5340	ADVERT/PROMO	125	1,245	45	1,380	2,250	6,440	6,399	5,982
5343	SPECIAL PROMO	0	0	0	0	0	642	0	0
5346	SALES EXPENSE	500	135	94	1,208	5,900	2,730	2,567	6,177
5347	TRADE SHOWS/CONVENTIONS	1,250	0	0	455	3,750	0	732	19,048
5433	DUES/SUBS	0	307	0	0	1,450	307	0	545
5443	BOARD MEETING	50	0	0	0	50	125	0	998
<b>TOTAL OPERATING EXPENSES</b>		<b>1,925</b>	<b>1,727</b>	<b>139</b>	<b>3,112</b>	<b>13,400</b>	<b>10,284</b>	<b>9,705</b>	<b>33,293</b>
<b>TOTAL EXPENSES</b>		<b>10,605</b>	<b>17,818</b>	<b>8,593</b>	<b>16,936</b>	<b>97,920</b>	<b>112,272</b>	<b>103,848</b>	<b>138,100</b>
<b>DPMT GAIN/LOSS</b>		<b>(6,705)</b>	<b>(14,734)</b>	<b>(8,593)</b>	<b>(13,063)</b>	<b>(58,920)</b>	<b>(87,349)</b>	<b>(74,672)</b>	<b>(95,615)</b>

CATERING 1574

Date:	Oct-21	Oct-21	Oct-20	Oct-19	YTD 2021		YTD 2020	YTD 2019	
	BUDGET	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	ACTUAL	
<b>REVENUES:</b>									
5900	FOOD SALES	75,000	59,763	0	373,332	230,000	101,501	418,846	2,158,122
5901	LIQUOR SALES	28,000	86,776	0	178,927	86,000	142,626	278,166	904,819
5910	SPECIAL SERVICES	0	88	0	947	0	195	654	4,042
5912	ADMINISTRATIVE FEE	2,250	2,523	0	13,880	6,900	6,342	13,502	69,712
5913	CATERING COMMISSION	0	29,761	0	0	48,500	56,901	0	0
5921	MISC REVENUE	0	0	0	0	0	402	225	0
<b>TOTAL REVENUES</b>		<b>105,250</b>	<b>178,911</b>	<b>0</b>	<b>567,086</b>	<b>371,400</b>	<b>307,967</b>	<b>711,393</b>	<b>3,136,695</b>
<b>PAYROLL EXPENSES:</b>									
5100	SALARIES-PERM	13,690	8,411	0	22,271	44,230	33,604	62,839	210,530
5101	OVERTIME	0	625	0	1,559	0	2,665	498	6,827
5102	HOLIDAY OVERTIME	0	0	0	0	0	0	129	0
5103	PART TIME REGULAR	21,050	25,632	0	56,381	82,030	39,513	86,263	347,185
5109	CONTRACT LABOR	0	7,988	0	3,312	0	9,824	1,248	24,332
5119	GRATUITIES	10,500	9,723	0	55,738	32,200	17,305	58,991	308,446
5121	PERA CONTRIBUTIONS	2,900	4,031	121	8,850	10,150	7,770	15,111	60,080
5122	FICA CONTRIBUTIONS	2,760	3,084	0	8,797	9,660	6,369	13,607	55,721
5123	FICA-MDCARE	630	721	0	2,057	2,190	1,490	3,183	13,032
5131	HEALTH INSURANCE	3,690	1,928	0	5,361	8,970	1,928	17,691	50,406
5132	DENTAL INSURANCE	100	66	0	171	310	231	726	1,457
5141	UNEMPLOYMENT	0	0	0	0	0	0	69	104
5159	JOB BENEFITS REIMBURSED	(10,500)	(10,608)	0	(56,955)	(32,200)	(18,126)	(59,677)	(313,875)
<b>TOTAL PIR EXPENSES</b>		<b>44,820</b>	<b>51,602</b>	<b>121</b>	<b>107,542</b>	<b>157,540</b>	<b>102,573</b>	<b>200,676</b>	<b>764,244</b>
<b>OPERATING EXPENSES:</b>									
5200	OFFICE SUPPLIES	0	709	0	1,039	0	709	318	2,363
5207	CHINA/GLASSES/FLATWARE	0	0	0	0	0	0	0	6,934
5208	PARTY SUPPLY	0	165	0	0	0	837	0	257
5211	CLEANING SUPPLIES	125	1,255	0	521	800	1,289	1,148	5,127
5213	COUNTER TOP EQUIPMENT	0	1,166	0	134	0	1,166	1,807	1,655
5214	SERVING SUPPLIES	750	4,421	0	6,640	2,300	5,013	10,960	37,248
5218	UNIFORMS	100	0	0	874	400	0	923	4,908
5251	LIQUOR PURCHASES	7,000	18,626	0	47,962	21,500	28,681	71,649	222,370
5260	FOOD PURCHASES	22,500	21,497	(32)	94,878	69,000	38,876	116,618	574,892
5310	CONTRACT SERVICE	0	0	0	0	13,000	10,182	10,180	12,698
5331	TRAVEL/ENT	0	0	0	0	0	0	0	10
5334	TRAINING	1,000	70	0	0	1,000	70	35	543
5355	PRINTING/COPYING	0	165	0	238	0	165	0	1,060
5383	NATURAL GAS	85	252	0	218	670	936	835	1,878
5400	REPAIR/MAINT	250	1,065	0	2,860	1,000	15,460	4,946	12,482
5431	CASH (OVER)/SHORT	0	(45)	0	519	0	(78)	732	555
5433	DUES/SUBSCRIPTIONS	0	0	0	0	0	21	180	0
5438	LICENSES	0	0	0	0	7,750	6,042	6,627	7,756
5450	LAUNDRY	500	68	0	2,706	500	68	3,979	20,047
<b>TOTAL OPERATING EXPENSES</b>		<b>32,310</b>	<b>49,414</b>	<b>(32)</b>	<b>158,590</b>	<b>117,920</b>	<b>109,437</b>	<b>230,935</b>	<b>912,782</b>
<b>TOTAL EXPENSES</b>		<b>77,130</b>	<b>101,015</b>	<b>90</b>	<b>266,132</b>	<b>275,460</b>	<b>212,010</b>	<b>431,611</b>	<b>1,677,026</b>
<b>DPMT GAIN/LOSS</b>		<b>28,120</b>	<b>77,896</b>	<b>(90)</b>	<b>300,954</b>	<b>95,940</b>	<b>95,957</b>	<b>279,782</b>	<b>1,459,670</b>

**CONCESSIONS 1575**

Date:	Oct-21	Oct-21	Oct-20	Oct-19	YTD 2021		YTD 2020	YTD 2019
	BUDGET	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	ACTUAL
<b>REVENUES:</b>								
5902 STAND SALES	20,000	102,411	0	85,401	34,500	102,411	283,117	602,012
5903 NOVELTY SALES	0	500	0	5,862	0	500	3,418	50,313
5905 ICE CREAM SALES	3,200	9,072	0	10,537	5,375	9,072	38,849	70,930
5912 MINI DONUT SALES	0	0	0	0	0	0	6,333	15,923
5921 MISC REVENUE	0	410	0	30	1,500	558	666	3,410
5941 VENDING MACHINE	75	0	0	91	525	414	1,635	4,768
<b>TOTAL REVENUES</b>	<b>23,275</b>	<b>112,393</b>	<b>0</b>	<b>101,921</b>	<b>41,900</b>	<b>112,955</b>	<b>334,019</b>	<b>747,355</b>
<b>PAYROLL EXPENSES:</b>								
5100 SALARIES-PERM	3,410	10,061	0	9,155	6,710	15,072	26,800	87,800
5101 OVERTIME	0	285	0	0	0	285	266	414
5102 HOLIDAY OVERTIME	0	0	0	0	0	0	0	0
5103 PART TIME REGULAR	5,430	18,486	0	21,271	16,460	18,735	67,104	173,970
5109 CONTRACT LABOR	0	1,791	0	1,558	0	1,791	2,325	6,315
5121 PERA CONTRIBUTIONS	400	1,019	0	1,584	1,060	1,156	4,941	13,419
5122 FICA CONTRIBUTIONS	540	1,669	0	1,847	1,410	1,983	5,691	15,845
5123 FICA-MDCARE	110	390	0	432	300	464	1,331	3,706
5131 HEALTH INSURANCE	1,928	882	0	2,956	3,856	882	9,753	29,556
5132 DENTAL INSURANCE	35	33	0	78	70	33	330	744
5141 UNEMPLOYMENT	0	0	0	0	0	0	92	1,681
<b>TOTAL PWR EXPENSES</b>	<b>11,853</b>	<b>34,617</b>	<b>0</b>	<b>38,879</b>	<b>29,866</b>	<b>40,401</b>	<b>118,632</b>	<b>333,450</b>
<b>OPERATING EXPENSES:</b>								
5200 OFFICE SUPPLIES	0	496	0	187	0	496	683	2,247
5211 CLEANING SUPPLIES	175	213	0	752	975	236	1,328	3,621
5213 COUNTER TOP EQUIPMENT	0	0	0	58	450	0	271	657
5214 SERVING SUPPLIES	770	5,529	0	5,030	1,310	5,529	8,548	21,835
5218 UNIFORMS	0	0	0	31	200	0	293	596
5251 LIQUOR PURCHASES	0	5,670	0	0	0	5,670	0	0
5260 FOOD PURCHASES	7,420	19,438	0	33,210	12,760	19,438	89,764	209,227
5310 CONTRACT SERVICE	20	76	178	84	13,050	11,822	11,960	13,233
5334 TRAINING	0	0	0	0	0	0	0	1,200
5340 ADVERTISING & PROMOTION	0	0	0	0	0	0	0	497
5383 NATURAL GAS	50	135	0	131	500	742	793	1,059
5400 REPAIR/MAINT	100	0	0	83	100	1,085	233	4,537
5431 CASH (OVER)/SHORT	0	79	0	448	0	79	446	755
5450 LAUNDRY	75	26	0	244	75	26	663	1,722
<b>TOTAL OPERATING</b>	<b>8,610</b>	<b>25,992</b>	<b>178</b>	<b>40,259</b>	<b>29,420</b>	<b>39,454</b>	<b>114,981</b>	<b>261,185</b>
<b>TOTAL EXPENSES</b>	<b>20,463</b>	<b>60,609</b>	<b>178</b>	<b>79,138</b>	<b>59,286</b>	<b>79,855</b>	<b>233,613</b>	<b>594,635</b>
<b>DPMT GAIN/LOSS</b>	<b>2,812</b>	<b>51,784</b>	<b>(178)</b>	<b>22,783</b>	<b>(17,386)</b>	<b>33,100</b>	<b>100,406</b>	<b>152,720</b>

ADMINISTRATIVE 1577

Date:	Oct-21	Oct-21	Oct-20	Oct-19	YTD 2021		YTD 2020	YTD 2019
	BUDGET	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	ACTUAL
<b>REVENUES:</b>								
5921 MISC REVENUES	50	275	0	134	33,050	36,611	3,478	7,582
5910 EXHIBIT RENTALS	0	23	0	0	0	175	0	13
5925 LEASE REVENUE	28,900	28,916	28,183	27,270	289,000	288,763	287,869	281,690
5950 INTEREST INCOME	750	1,045	744	1,844	7,300	8,877	12,448	25,857
5951 SALE OF ASSETS	0	0	0	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>29,700</b>	<b>30,259</b>	<b>28,927</b>	<b>29,249</b>	<b>329,350</b>	<b>334,426</b>	<b>303,795</b>	<b>315,141</b>
<b>PAYROLL EXPENSES:</b>								
5100 SALARIES-PERM	25,100	35,376	25,611	32,507	240,180	253,129	310,742	315,419
5101 OVERTIME	0	41	0	647	0	239	217	3,538
5103 PART TIME REGULAR	1,500	3,467	1,254	12,589	13,050	21,419	41,572	135,941
5109 CONTRACT LABOR	0	0	0	450	0	0	2,189	4,117
5115 DEFERRED COMP	0	0	0	0	0	0	0	0
5116 CAR ALLOWANCE	0	0	0	0	0	0	0	0
5121 PERA CONTRIBUTIONS	2,000	2,585	1,740	3,074	18,990	20,354	7,011	20,690
5122 FICA CONTRIBUTIONS	1,540	2,290	1,622	2,667	14,690	16,055	20,193	26,413
5123 FICA-MDCARE	400	536	379	624	3,820	3,755	4,723	6,177
5131 HEALTH INSURANCE	18,720	15,621	17,709	21,108	175,620	148,142	216,111	215,348
5132 DENTAL INSURANCE	130	165	66	155	1,030	792	1,353	1,550
5141 UNEMPLOYMENT COMP	0	0	0	0	435,000	54,092	18,153	0
<b>TOTAL PWR EXPENSES</b>	<b>49,390</b>	<b>60,081</b>	<b>48,381</b>	<b>73,821</b>	<b>902,380</b>	<b>517,977</b>	<b>622,265</b>	<b>729,193</b>
<b>OPERATING EXPENSES:</b>								
5200 OFFICE SUPPLIES	200	852	0	1,638	650	6,307	3,940	15,794
5201 COMPUTER SUPPLIES	100	588	0	26	1,000	3,386	3,720	2,479
5202 COMP ENGINEERING SERVICES	2,000	3,700	1,550	3,131	15,500	20,986	26,871	54,313
5203 LICENSES & WARRANTIES	6,000	3,107	56	5,974	31,500	45,870	9,524	50,222
5218 UNIFORMS	0	1,970	0	0	0	7,654	1,223	873
5301 AUDIT SVCS	0	0	0	0	30,000	30,630	20,922	19,792
5304 LEGAL SVCS	750	0	0	0	7,500	0	14,775	5,322
5305 RECRUITMENT FEE	0	3,929	0	0	18,000	36,715	1,006	3,301
5310 CONTRACT SERVICES	3,500	6,145	2,966	10,319	38,200	47,409	56,359	125,928
5319 INTERNET SERVICE	1,500	2,058	0	2,148	9,600	12,234	10,738	21,480
5321 TELEPHONE	1,800	2,884	1,624	4,059	18,000	26,191	29,688	38,874
5322 POSTAGE/FEDEX	0	1,296	311	2,296	1,000	2,901	1,867	3,907
5331 TRAVEL/ENT	0	897	0	839	0	3,395	1,890	13,894
5334 TRAINING	0	1,200	0	125	1,500	4,687	4,954	10,273
5335 HEALTH & WELLNESS	200	0	(50)	1,192	200	0	3,038	7,904
5336 SAFETY & SECURITY	0	1,893	0	0	0	2,655	821	0
5339 ARMORED PICKUP	225	470	0	416	225	2,419	1,715	4,182
5340 ADV & PROMO	0	(2,487)	0	25,000	0	20,992	780	26,888
5355 PRINTING	750	921	1,779	1,748	7,500	6,402	6,866	13,661
5360 INSURANCE	28,000	21,000	28,000	28,000	280,000	228,660	289,000	279,000
5431 CASH SHORT	0	0	0	0	0	(1)	2	(23)
5432 UNCOLLECTIBLE ACCTS	0	0	0	0	0	0	0	0
5433 DUES/SUBS	50	102	91	2,055	6,225	3,545	4,093	8,559
5436 BANK CHARGES	1,800	6,861	1,481	8,292	16,200	26,744	25,463	52,396
5441 OTHER EXP	0	0	0	0	0	0	0	0
5443 BOARD MEETING EXP	50	202	0	221	50	5,508	900	2,145
5493 COST ALLOCATION	1,150	1,150	1,150	1,113	11,500	11,500	11,500	11,134
5615 LEASE INTEREST	0	0	0	0	0	0	0	0
<b>TOTAL OPERATING</b>	<b>48,075</b>	<b>58,737</b>	<b>38,958</b>	<b>98,592</b>	<b>494,350</b>	<b>556,788</b>	<b>531,655</b>	<b>772,298</b>
<b>TOTAL EXPENSES</b>	<b>97,465</b>	<b>118,818</b>	<b>87,339</b>	<b>172,413</b>	<b>1,396,730</b>	<b>1,074,765</b>	<b>1,153,919</b>	<b>1,501,491</b>
<b>DPMT GAIN/LOSS</b>	<b>(67,765)</b>	<b>(88,559)</b>	<b>(58,412)</b>	<b>(143,164)</b>	<b>(1,067,380)</b>	<b>(740,339)</b>	<b>(850,124)</b>	<b>(1,186,350)</b>

IRVIN 1578

Date:	Oct-21	Oct-21	Oct-20	Oct-19	YTD 2021		YTD 2020	YTD 2019
	BUDGET	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	ACTUAL
<b>REVENUES:</b>								
5902 STAND SALES	2,000	932	202	0	15,140	5,904	1,627	0
5903 GIFT SHOP SALES	500	860	3,714	0	63,800	61,043	32,381	0
5904 CLOTHING SALES	4,000	25,250	6,087	0	78,250	92,015	50,042	7,297
5915 TICKET SALES	0	0	27,723	0	282,500	262,377	169,601	0
5916 HAUNTED TOUR	264,000	424,379	0	0	264,000	424,379	0	0
5929 BLUE BRIDGE OPERATIONS	7,125	7,131	7,027	6,785	42,750	42,785	42,162	40,712
5943 GROUP SALES	0	2,683	0	0	0	5,350	0	0
<b>TOTAL REVENUES</b>	<b>277,625</b>	<b>461,234</b>	<b>44,752</b>	<b>6,785</b>	<b>746,440</b>	<b>893,852</b>	<b>295,813</b>	<b>48,009</b>
<b>PAYROLL EXPENSES:</b>								
5100 SALARIES-PERM	9,830	9,544	4,648	4,467	76,980	67,792	39,011	30,442
5101 OVERTIME	0	903	57	719	0	2,589	152	1,624
5102 HOLIDAY OVERTIME	0	0	0	0	3,750	3,320	2,199	734
5103 PART TIME REGULAR	26,000	23,413	11,057	4,470	177,200	137,961	76,973	31,814
5121 PERA CONTRIBUTIONS	1,970	1,966	1,113	625	14,660	12,809	6,597	4,444
5122 FICA CONTRIBUTIONS	2,240	2,013	852	582	16,120	13,054	7,136	3,989
5123 FICA-MDCARE	540	471	199	136	3,870	3,053	1,666	933
5131 HEALTH INSURANCE	0	882	0	0	0	2,205	1,928	0
5132 DENTAL INSURANCE	35	66	33	16	350	66	248	155
5141 UNEMPL COMP	0	0	0	0	0	0	0	3,710
<b>TOTAL PIR EXPENSES</b>	<b>40,615</b>	<b>39,258</b>	<b>17,960</b>	<b>11,015</b>	<b>292,930</b>	<b>242,848</b>	<b>135,910</b>	<b>77,846</b>
<b>OPERATING EXPENSES:</b>								
5200 OFFICE SUPPLIES	0	701	398	421	1,500	2,488	3,115	484
5211 CLEANING SUPPLIES	2,500	0	0	0	12,000	0	1,074	0
5218 UNIFORMS	0	33	0	0	500	33	0	0
5228 PAINTING SUPPLIES	0	0	0	2,887	4,500	353	537	2,887
5260 FOOD PURCHASES	700	0	139	0	5,310	1,658	957	0
5270 MERCHANDISE	2,250	4,587	6,498	0	71,040	64,047	49,020	5,108
5310 CONTRACT SERVICES	0	21,619	0	0	1,000	21,619	2,856	0
5331 TRAVEL/ENT	0	0	0	0	0	0	0	0
5340 ADV/PROMO	0	0	0	0	12,000	4,842	4,585	6,390
5343 HAUNTED SHIP EXP	80,000	70,765	0	0	80,000	70,940	0	5,911
5355 PRNTG & COPYING	0	0	0	0	0	0	0	0
5381 ELECTRIC	1,250	1,370	1,080	48	8,450	9,473	8,864	1,370
5382 WATER/SEWER	500	195	325	0	4,650	1,898	994	0
5400 REPAIRS/MAINT	500	314	48	1,452	10,500	13,670	1,758	7,393
5431 OVER/SHORT	0	28	9	0	0	500	20	(8)
5433 DUES/SUBSCRIP	0	0	0	0	0	0	260	660
5450 LAUNDRY	0	0	0	0	0	0	0	0
<b>OPERATING EXPENSES</b>	<b>87,700</b>	<b>99,612</b>	<b>8,497</b>	<b>4,807</b>	<b>211,450</b>	<b>191,520</b>	<b>74,040</b>	<b>30,194</b>
<b>TOTAL EXPENSES</b>	<b>128,315</b>	<b>138,870</b>	<b>26,457</b>	<b>15,822</b>	<b>504,380</b>	<b>434,369</b>	<b>209,951</b>	<b>108,040</b>
<b>DPMT GAIN/LOSS</b>	<b>149,310</b>	<b>322,364</b>	<b>18,296</b>	<b>(9,037)</b>	<b>242,060</b>	<b>459,484</b>	<b>85,863</b>	<b>(60,031)</b>

TICKET OFFICE 1579

Date:	Oct-21	Oct-21	Oct-20	Oct-19	YTD 2021		YTD 2020	YTD 2019
	BUDGET	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	ACTUAL
<b>REVENUES:</b>								
5912 SPECIAL SERVICES	0	360	0	1,624	0	360	6,542	25,500
5917 FACILITY FEES	2,000	16,016	0	33,524	2,000	16,016	37,668	143,308
5918 INHOUSE PROMOTION	0	0	0	0	25,000	0	0	44,187
5919 SALE CHARGES	500	10,605	0	33,154	500	10,605	9,067	268,332
5920 ADVERTISING	0	0	0	0	110,000	58,000	0	55,000
5921 MISCELLANEOUS REVENUE	0	0	0	0	5,000	4,598	48,213	42,907
<b>TOTAL REVENUES</b>	<b>2,500</b>	<b>26,981</b>	<b>0</b>	<b>68,302</b>	<b>142,500</b>	<b>89,579</b>	<b>101,490</b>	<b>579,234</b>
<b>PAYROLL EXPENSES:</b>								
5100 SALARIES-PERM	4,660	4,677	0	4,659	9,170	14,264	39,943	44,964
5101 OVERTIME	0	0	0	0	0	149	55	607
5102 HOLIDAY OVERTIME	0	0	0	0	0	0	0	0
5103 PART TIME REGULAR	1,250	4,459	0	7,721	1,250	9,125	18,394	56,504
5109 CONTRACT LABOR	0	0	0	0	0	0	96	813
5121 PERA CONTRIBUTIONS	330	632	0	746	580	1,610	3,954	6,238
5122 FICA CONTRIBUTIONS	360	565	0	530	640	1,453	3,509	6,321
5123 FICA-MDCARE	90	132	0	124	160	340	821	1,478
5131 HEALTH INSURANCE	880	882	931	802	1,760	2,646	8,428	8,019
5132 DENTAL INSURANCE	35	33	0	31	105	99	297	310
5141 UNEMPLOYMENT	0	0	0	0	0	0	0	0
<b>TOTAL P/R EXPENSES</b>	<b>7,605</b>	<b>11,380</b>	<b>931</b>	<b>14,612</b>	<b>13,665</b>	<b>29,686</b>	<b>75,498</b>	<b>125,255</b>
<b>OPERATING EXPENSES:</b>								
5200 OFFICE SUPPLIES	0	268	0	2,576	0	278	2,337	2,932
5201 COMPUTER SUPPLIES	0	0	0	0	0	0	0	0
5218 UNIFORMS	0	0	0	50	0	0	25	109
5310 CONTRACT SERVICE	0	0	0	0	0	0	0	0
5331 TRAVEL/ENT	0	0	0	0	0	0	2,321	2,304
5334 TRAINING	0	0	0	546	0	0	800	1,544
5355 PRINT & COPYING	0	151	0	0	0	151	0	1,326
5400 REPAIR & MAINTENANCE	0	0	0	0	0	0	0	0
5431 OVER/SHORT	0	0	0	748	0	0	5	790
5433 DUES/SUBSCRIP	0	0	0	249	300	0	0	329
5442 ENTERTAINMENT	0	2,876	0	19,373	0	2,876	40	117,552
<b>TOTAL OPERATING</b>	<b>0</b>	<b>3,294</b>	<b>0</b>	<b>23,542</b>	<b>300</b>	<b>3,304</b>	<b>5,528</b>	<b>126,886</b>
<b>TOTAL EXPENSES</b>	<b>7,605</b>	<b>14,674</b>	<b>931</b>	<b>38,154</b>	<b>13,965</b>	<b>32,989</b>	<b>81,026</b>	<b>252,140</b>
<b>DPMT GAIN/LOSS</b>	<b>(5,105)</b>	<b>12,307</b>	<b>(931)</b>	<b>30,148</b>	<b>128,535</b>	<b>56,589</b>	<b>20,464</b>	<b>327,094</b>

**PARKING 1580**

Date:		Oct-21	Oct-21	Oct-20	Oct-19	YTD 2021		YTD 2020	YTD 2019
		<i>BUDGET</i>	<i>ACTUAL</i>	<i>ACTUAL</i>	<i>ACTUAL</i>	<i>BUDGET</i>	<i>ACTUAL</i>	<i>ACTUAL</i>	<i>ACTUAL</i>
<b>REVENUES:</b>									
5914	PARKING-MAIN	21,000	124,665	8,719	89,314	186,500	577,515	274,872	792,045
5922	PARKING-RV	500	1,525	588	909	59,500	60,836	7,927	65,989
5926	PARKING-MONTHLY	18,000	14,750	11,206	22,517	135,000	144,800	167,761	226,719
<b>TOTAL REVENUES</b>		<b>39,500</b>	<b>140,941</b>	<b>20,514</b>	<b>112,740</b>	<b>381,000</b>	<b>783,423</b>	<b>450,559</b>	<b>1,084,752</b>
<b>PAYROLL EXPENSES:</b>									
5100	SALARIES-PERM	0	0	0	3,407	0	0	9,670	29,158
5101	OVERTIME	0	774	0	8	0	1,518	957	1,233
5102	HOLIDAY OVERTIME	0	0	0	0	500	576	971	2,137
5103	PART TIME REGULAR	9,000	16,550	4,123	20,071	76,000	64,464	74,249	190,499
5109	CONTRACT LABOR	0	0	0	95	0	0	4,717	14,368
5121	PERA CONTRIBUTIONS	540	933	261	1,442	4,560	4,393	5,759	14,648
5122	FICA CONTRIBUTIONS	560	1,065	258	1,466	4,710	4,182	5,362	13,847
5123	FICA-MDCARE	140	249	60	343	1,170	917	1,244	3,238
5131	HEALTH INSURANCE	0	0	0	802	0	0	2,646	7,217
5132	DENTAL INSURANCE	0	0	0	31	0	0	132	287
5141	UNEMPLOYMENT	0	0	0	0	0	0	65	0
<b>TOTAL PIR EXPENSES</b>		<b>10,240</b>	<b>19,571</b>	<b>4,702</b>	<b>27,665</b>	<b>86,940</b>	<b>76,051</b>	<b>105,771</b>	<b>276,632</b>
<b>OPERATING EXPENSES:</b>									
5200	OFFICE SUPPLIES	0	92	0	241	0	683	111	3,263
5218	UNIFORMS	100	0	0	0	100	0	45	825
5224	SNOW REMOVAL	0	0	76	940	33,000	1,550	47,746	47,583
5226	SHUTTLE SERVICE	0	0	0	0	0	0	0	4,264
5240	SMALL TOOLS/EQUIPMENT	0	1,589	0	0	0	1,589	0	0
5310	CONTRACT SERVICES	0	0	0	0	1,250	0	0	1,291
5331	TRAVEL/ENT	0	0	0	0	0	0	0	0
5334	TRAINING/EDUCATION	0	0	0	0	0	0	0	84
5340	ADV & PROMO	0	0	0	0	0	0	0	0
5355	PRINTING	1,500	2,822	0	3,090	12,250	6,739	1,777	11,326
5382	WATER/SEWER	20	20	0	20	310	211	191	327
5400	REPAIR/MAINT	0	373	0	589	0	3,960	5,847	105,028
5431	CASH (OVER)/SHORT	0	154	(20)	120	0	66	(215)	885
<b>TOTAL OPERATING</b>		<b>1,620</b>	<b>3,461</b>	<b>56</b>	<b>5,001</b>	<b>46,910</b>	<b>13,209</b>	<b>55,502</b>	<b>174,876</b>
<b>TOTAL EXPENSES</b>		<b>11,860</b>	<b>23,032</b>	<b>4,757</b>	<b>32,665</b>	<b>133,850</b>	<b>89,260</b>	<b>161,273</b>	<b>451,508</b>
<b>DPMT GAIN/LOSS</b>		<b>27,640</b>	<b>117,910</b>	<b>15,756</b>	<b>80,075</b>	<b>247,150</b>	<b>694,163</b>	<b>289,286</b>	<b>633,244</b>



**BAYFRONT 1581**

Date:		Oct-21	Oct-21	Oct-20	Oct-19	YTD 2021		YTD 2020	YTD 2019
		BUDGET	ACTUAL	ACTUAL	ACTUAL	BUDGET	ACTUAL	ACTUAL	ACTUAL
<b>REVENUES:</b>									
5914	PARKING-MAIN	0	0	0	1,488	87,000	73,424	3,504	94,858
5922	PARKING-RV	0	0	0	0	0	0	0	0
5923	MANAGEMENT FEE	0	0	0	0	71,292	71,292	69,216	67,200
5918	INHOUSE PROMOTION	0	0	0	0	0	49,077	0	0
5924	FOURTH FEST SPONSORSHIPS	0	0	0	0	25,000	63,573	0	28,861
<b>TOTAL REVENUES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1,488</b>	<b>183,292</b>	<b>257,366</b>	<b>72,720</b>	<b>190,919</b>
<b>PAYROLL EXPENSES:</b>									
5100	SALARIES-PERM	0	0	0	0	32,985	33,622	39,822	34,529
5101	OVERTIME	0	0	0	0	0	178	0	24
5102	HOLIDAY OVERTIME	0	0	0	0	1,600	157	0	1,139
5103	PART TIME REGULAR	0	0	0	215	22,400	6,807	730	17,028
5121	PERA CONTRIBUTIONS	0	0	181	8	3,470	2,203	3,139	3,582
5122	FICA CONTRIBUTIONS	0	0	0	13	3,360	2,344	2,281	3,036
5123	FICA-MDCARE	0	0	0	3	810	609	534	710
5131	HEALTH INSURANCE	0	0	0	0	0	0	0	4,088
5132	DENTAL INSURANCE	0	0	0	0	0	0	33	233
<b>TOTAL P/R EXPENSES</b>		<b>0</b>	<b>0</b>	<b>181</b>	<b>240</b>	<b>64,625</b>	<b>45,920</b>	<b>46,539</b>	<b>64,369</b>
<b>OPERATING EXPENSES:</b>									
5310	CONTRACT SERVICES	0	0	0	0	0	0	0	0
5340	ADV & PROMOTION	0	1,114	0	0	2,000	5,298	0	3,444
5355	PRINTING/COPYING	0	0	0	0	0	185	0	215
5400	REPAIRS/MAINT	0	0	0	0	0	200	0	216
5431	CASH (OVER)/SHORT	0	0	0	0	0	0	(28)	103
5442	ENTERTAINMENT	0	0	0	0	0	0	0	150
5445	FOURTH FEST EXPENSES	0	0	0	0	25,000	27,385	0	26,906
5449	PARKING REBATE	0	0	0	0	16,000	13,596	0	19,772
<b>TOTAL OPERATING</b>		<b>0</b>	<b>1,114</b>	<b>0</b>	<b>0</b>	<b>43,000</b>	<b>46,664</b>	<b>(28)</b>	<b>50,806</b>
<b>TOTAL EXPENSES</b>		<b>0</b>	<b>1,114</b>	<b>181</b>	<b>240</b>	<b>107,625</b>	<b>92,584</b>	<b>46,511</b>	<b>115,175</b>
<b>DPMT GAIN/LOSS</b>		<b>0</b>	<b>(1,114)</b>	<b>(181)</b>	<b>1,248</b>	<b>75,667</b>	<b>164,782</b>	<b>26,209</b>	<b>75,744</b>

**DULUTH ENTERTAINMENT AND CONVENTION CENTER AUTHORITY**  
**BALANCE SHEET**  
**OCTOBER 31, 2021**

<u>Assets</u>		<u>Liabilities and Fund Equity</u>	
<b>Current Assets</b>		<b>Liabilities</b>	
Operating cash	\$ 433,666	<b>Current Liabilities (payable from current assets)</b>	
Operating reserve account	2,150,000	Accounts payable	\$ 844,017
Accounts receivable	1,175,708	Lease purchase payable	909,190
Accts Rec-Tourism Taxes	1,120,410	Bond interest payable	0
Inventory	120,418	Bonds payable	0
Prepaid items	68,857	Accrued salaries payable	79,274
		Accrued vacation payable	75,091
		Deferred revenue	738,408
<b>Total Current Assets</b>	<b>\$ 5,069,059</b>		
<b>Restricted Assets</b>		<b>Total Current Liabilities (payable from current assets)</b>	
Ticket Office deposits	\$ 575,062		<b>\$ 2,645,980</b>
Cash and cash equivalents	8,178	<b>Current Liabilities (payable from restricted assets)</b>	
Employee flexible benefits plan	0	Ticket Office deposits	\$ 512,523
Cash and cash equivalents	0	Employee flexible benefits plan	660
Debt reserve	0	<b>Total Current Liabilities (payable from restricted assets)</b>	<b>\$ 513,183</b>
<b>Total Restricted Assets</b>	<b>\$ 583,240</b>		
<b>Fixed Assets</b>		<b>Long-Term Liabilities</b>	
Fixed assets	\$ 151,972,433	Net pension liability	3,228,805
Less allowance for depreciation	(78,464,288)	Net other postemployment benefits	1,553,850
<b>Fixed assets (net)</b>	<b>\$ 73,508,144</b>	<b>Total Long Term Liabilities</b>	<b>\$ 4,782,655</b>
		<b>Total Liabilities</b>	<b>\$ 7,941,817</b>
<b>Deferred Outflow</b>		<b>Deferred Inflow</b>	
Deferred outflow of pension	\$ 312,013	Deferred inflow of pension	\$ 854,473
		<b>Fund Equity</b>	
<b>Other Assets</b>		Contributions (net of accumulated amortization)	\$ 61,840,478
Bond issue costs	\$ 0	Prior period retained earnings	7,440,402
		Current period retained earnings	1,395,286
<b>Total Assets</b>	<b>\$ 79,472,456</b>	<b>Total Fund Equity</b>	<b>\$ 70,676,166</b>
		<b>Total Liabilities and Fund Equity</b>	<b>\$ 79,472,456</b>

## **Proposed Bylaws Edits Noted Below 12-6-2021**

### **Summary of proposed changes:**

- slight broadening to the reference that the annual meeting occur in August - we added "or another meeting around August"
- suggestion to remove the personnel committee from the bylaws - the scope if narrow, Peter Singler is in support of this idea, it will allow for more space for ad hoc committees
- breaking "secretary/treasurer" into "secretary and/or treasurer" just because we do have the option to split those if we wanted to down the road
- adding " as delegated and approved by the chair or vice-chair" to the weekly check distribution to align with state statute language.

### **BYLAWS**

#### **DULUTH ENTERTAINMENT AND CONVENTION CENTER AUTHORITY DULUTH, MINNESOTA 2020**

#### **ARTICLE I. NAME AND PURPOSE**

##### **Section 1      Name**

The Duluth Entertainment and Convention Center Authority (DECC)

Laws of Minnesota, 1963, Chapter 305 created the Duluth Arena-Auditorium Board. Section 5, Subdivision 2 conferred the power and duty to contract for and superintend the erection, construction, equipping, and furnishing of such arena-auditorium as a municipal facility. The board consisted of seven directors.

Laws of Minnesota, 1985, Chapter 15, Section 36 renamed the Board the Duluth State Convention Center Administrative Board. The legislation added four members to be appointed by the Governor.

Laws of Minnesota, 1998, Chapter 364 changed the name to the Duluth Entertainment and Convention Center (DECC) Authority.

##### **Section 2      Purpose and Mission**

The DECC Authority's mission statement, as defined by the Board of Directors: The DECC is committed to providing a multi-dimensional entertainment and convention facility with high quality integrated support services that will maximize the economic and social benefit to our business community, our investors, our clients and our customers. The method used to accomplish the mission will revolve around: providing a consistently high level of customer service; operating in a fiscally responsible manner; recognizing our obligation as public entity; providing a well-maintained facility that is a source of pride to our community; insisting on excellence in all aspects of Duluth Entertainment and Convention Center operations, including safety of the public and employees; providing broad public access to facility and events; and engaging in partnership with community businesses.

## **ARTICLE II. MEMBERSHIP**

The members of the DECC Authority shall be known as Board of Directors and shall be those persons who have been duly appointed and qualified in accordance with the enabling legislation. The board is an eleven-person body composed of seven (7) Mayoral appointed directors, appointed by the Mayor of Duluth for a three-year term, and four (4) Governor appointed directors, appointed by the Governor of the State of Minnesota for a four-year term. Each director shall serve until a successor is appointed at the discretion of the appointing authority and takes office.

## **ARTICLE III. BOARD OF DIRECTORS**

### **Section 1 Powers and Duties of the Board**

The powers and duties of the Board of Directors are as set forth in the enabling legislation.

The Board of Directors shall oversee management of the business, property and affairs of the organization, and may exercise and delegate any and all of the powers of the organization as it sees fit, subject only to restrictions imposed by statute and these bylaws. The Board of Directors shall appoint, direct and evaluate the Executive Director. The Board shall also establish governance level policies; oversee operational goals and objectives; emphasize overall planning; adopt the budget; establish board committees; and authorize meetings.

### **Section 2 Attendance**

All directors shall be expected to attend all regular meetings of the board. If a director cannot attend the regular meeting, they shall notify the Chair or staff proxy to be excused from the meeting. A director who is absent for six excused or three unexcused meetings within a twelve month period shall be considered to have failed to fulfill their responsibilities and notice of shall be forward to the appointing authority.

### **Section 2a Electronic Meeting Attendance**

Directors of the board or any committee designated by the board may participate as a voting member in a meeting of such board or committee by means of conference telephone, video conference, or similar communications equipment by which all persons participating in the meeting can communicate with one another. Participation in a meeting pursuant to this section shall constitute presence at such meeting.

### **Section 2b Resignations, Termination and Absences**

Resignation from the board must be in writing and received by the Board Chair and appointing authority. Directors may be excused from attendance upon notification to the Board Chair prior to the scheduled meeting. Directors are expected to attend Board of Director and committee meetings. Excessive absences may be forwarded to appointing authority for a review of appointment.

### **Section 3 Compensation**

The directors shall serve without compensation, but may be reimbursed for out-of-pocket expenses required in the fulfillment of their duties in accordance with procedures established by resolution of the board.

### **Section 4 Quorum**

A quorum will consist of six (6) participating members of the Board of Directors. A quorum of the Board of Directors must be present to conduct official business but a less number may adjourn from time to time. No resolution of the board shall be deemed lawfully adopted unless it shall have received the affirmative vote of not less than six (6) directors present and voting.

### **Section 5 Meetings**

The DECC Authority board shall hold a regular meeting each month with at least five (5) days advance notice of date, time, and place to all directors and the City Clerk and notice consistent with the State of Minnesota open meeting law (M.S., Chapter 13D.04, Subd. 1, Minnesota Open Meeting Law.) An annual schedule of meetings shall be distributed to the board for the following year at or before the December meeting.

The DECC Authority shall keep minutes of its Board of Director meetings, which shall be a public record. Special meetings of the board may be called by the Chair or upon request of any six (6) directors. Three (3) days written notice of all special meetings shall be given and such notice shall specify the time and place of such meeting and the business to be transacted thereat pursuant to M.S., Chapter 13D.04, Subd. 2, Minnesota Open Meeting Law. Only such business as is designated in the notice of a special meeting shall be transacted at such a meeting. Records of proceedings are governed under M.S., Chapter 13, Government Data Practices Act.

The regular August board meeting, or another meeting around August, shall be the annual meeting of the board with the purpose of reviewing the organizational strategic plan and adopting an annual plan outlining measurable goals for the year ahead.

Section 6 Agendas

The Board Chair shall set the agenda in consultation with the Executive Director. Any board member may submit items for consideration to the Board Chair. Amendments to the proposed agenda may be passed by a majority vote of the Board of Directors.

Section 7 Notice of Meetings

Written notice stating the place, date and hour of any regular meeting of the Board of Directors shall be delivered personally, electronically, or by mail to each director with a minimum of five (5) days notice and governed by Minnesota open meeting law.

Section 8 Vacancies

Vacancies on the Board of Directors are filled by an appointing authority (Mayor of Duluth or Governor of Minnesota) as set forth in the enabling legislation. The Governance Committee, on behalf of the Board of Directors, may submit a letter of request to the appointing authority for consideration of specific sector experience or skill sets that may enhance DECC business.

#### **ARTICLE IV. OFFICERS**

Section 1 General

The Officers of the DECC Authority Board of Directors shall be the Board Chair, Board Vice-Chair and Board Secretary and/or Treasurer. Each officer of this authority shall be a member of the Executive Committee of the Board of Directors.

Section 2 Election and Terms of Office

The Board Chair shall be elected for a one-year term and not serve more than two (2) consecutive full one-year terms. No one person may hold more than one office at the same time. Election of the Board of Directors' officers shall take place in December.

Section 3 Resignation and Removal

Whenever, in the judgment of the Board of directors, the best interests of the organization will be served, any officer may be removed from their officer position by the affirmative vote of two-thirds of the Board of Directors. Any officer may resign at any time by delivering a written resignation to the Chair or the board Secretary/Treasurer.

Section 4 Vacancies

In the event a vacancy occurs in any officer's position, it shall be filled in the following manner until the next annual election:

1. Chair – The Vice-Chair shall assume the office.
2. In case of vacancy in the office of both Chair and Vice-Chair, the duties of the Chair shall be performed by the Secretary/Treasurer, until replacements are elected by the board.
3. The Board of Directors shall elect replacements for all other vacancies.

Section 5 Duties and Responsibilities of Officers

The officers shall possess such powers and perform such duties as shall be determined by the Board of Directors.

- a. The Board Chair shall:

- Preside at all meetings of the membership and all meetings of the Board of Directors and the Executive Committee;
  - Ensure notification of regular meetings of the DECC and calling special meetings as appropriate;
  - Appoint committee assignments and related chair;
  - Ensure that the work of the Board of Directors is carried out;
  - Represent the DECC Board and act as its official spokesperson where and when appropriate;
  - Oversee board development of 3-5 year strategic plan, administer on-going plan management and schedule the DECC board annual plan which includes DECC business goals and objectives aligning with annual budget, and
  - Oversee the strategic plan and plan management.
  - Perform other duties customary to the Board Chair, or as directed by the Board of Directors, and
  - Be an ex-officio non-voting member of all committees.
- b. The Board Vice-Chair shall:
- Perform such duties as the Chair and/or the Board of Directors may determine, and
  - In the absence of the Chair, shall perform the duties of the Chair.
- c. The Board Secretary and/or Treasurer shall:
- Oversee notice and maintenance of the minutes of the meetings the Board of Directors, (with staff support);
  - Approve by signature the minutes of all meetings as recorded by DECC staff;
  - Serve on the Board of Directors' Executive Committee;
  - Perform other duties customary to the Board Secretary/Treasurer and as may be required by the Board of Directors or the Board Chair;
  - Serve as Chair of the Finance Committee;
  - Disburse the funds of the DECC Authority as approved by the Board of Directors;
  - Provide such financial reports and statements as the Board of Directors or Executive Committee may from time to time require or request;
  - Supervise the keeping and auditing of the accounts which shall be open at all times to inspection by the Board of Directors and the Executive Committee, and
  - Sign weekly disbursement checks, as delegated and approved by the chair or vice-chair.

## **ARTICLE V. EXECUTIVE DIRECTOR**

The Executive Director shall:

- Execute responsibilities as outlined in their current contract;
- Be appointed by the Board of Directors and shall serve as the salaried chief executive of the DECC Authority;
- Report to the Board Chair and DECC Authority.

## **ARTICLE VI. COMMITTEES**

### Section 1 Committee formation

The board may create committees as needed. The Board Chair appoints all committee chairs from the membership of the board. Limited term task forces may be appointed by the Board Chair at any time with approval by the Executive Committee; standing and longer term committees shall be created with the affirmation of majority vote of the board. All board members are to serve on at least one committee. A minimum of three (3) members should serve on each committee. The following are standing committees of the board:

### Section 2 Executive Committee

Board officers serve as the members of the Executive Committee. The Executive Committee is tasked with initiating and monitoring the implementation of a 3-5 year strategic plan. An annual plan will be adopted by the Board of Directors that aligns with the strategic plan.

Section 3 Finance Committee

The Board Secretary/Treasurer is the chair of the Finance Committee, which has a minimum of three (3) members. The Finance Committee is responsible for developing and reviewing fiscal procedures and an annual budget with staff and other board members. The Finance Committee reviews the financials with the Executive Director and Finance Director in advance of DECC board meetings. The Finance Committee shall also monitor the annual audit process.

Section 4 Governance

The Governance committee shall have a minimum of three (3) members. The committee will be responsible for updating DECC Authority bylaws, policies, and procedures. The Board Vice-Chair shall serve as an ex-officio member of this committee. The Governance Committee on behalf of the Board of Directors may submit a letter of request to the appointing authority to give some consideration to specific sector experience or skill sets for future board appointments that may enhance DECC Authority business. The committee shall be responsible for nominating a slate of DECC Board Directors and officers for consideration by the full board on an annual basis.

~~Section 5 Personnel Committee~~

~~The Personnel Committee shall include a minimum of three (3) members. The committee is responsible for overseeing the hiring of an Executive Director, negotiating and executing an employment contract and setting a process with outcomes and measurables for an annual performance review of the Executive Director. The Committee will design a formal evaluation of the Executive Director on an annual basis including Board of Directors' participation and feedback. The committee will serve as support and counsel for the Executive Director. The Committee will review employment policies to insure they comply with applicable laws and regulations.~~

**ARTICLE VII. PARLIAMENTARY AUTHORITY**

Section 1 Fiscal Year

The designated fiscal year of this corporation shall be January 1st to December 31st.

Section 2 Parliamentary Authority

The most recent edition of *Robert's Rules of Order* shall serve as the parliamentary authority for the organization.

Section 3 Interpretation of Bylaws

Wherever possible, these bylaws shall be construed as consistent with the enabling legislation. Any provisions of these bylaws which are inconsistent with any provision of said enabling legislation shall be null and void.

**ARTICLE VIII. AMENDMENTS**

The Governance Committee shall review the bylaws annually. In order to amend the bylaws, notice of the proposed amendment shall be delivered personally, electronically or by mail to each member of the DECC Authority at least 30 days prior to the time of the vote on the proposed amendment. The bylaws shall be amended by a 2/3 vote of the DECC Authority at any special or regular meeting of the board.

**ARTICLE IX. CONFLICT OF INTERESTS**

Any director, officer, key employee or committee member having an existing or potential interest in a contract or other transaction presented to the Board of Directors or a committee for deliberation, authorization, approval or ratification or any such person who reasonably believes such an interest exists in another such person, shall make a prompt, full, and frank disclosure of the interest to the Board of Directors or committee prior to its acting on such contract or transaction. The interested party is required to disclose the nature and extent of such interest and any relevant and material facts known to them about the contract or transaction which might reasonably be construed to be adverse to the DECC's interest and shall abstain from any related vote being taken.

**ARTICLE X. NON-DISCRIMINATION POLICY**

Pursuant to Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, the DECC Authority recruits, employs, assigns and promotes staff, terminates

employment, accepts volunteers and determines rates of pay and other benefits without discrimination on the basis of age, gender, sexual orientation, disability, ethnic identity, religion or creed.

**ARTICLE XI. INDEMNIFICATION**

Section 1 General

Unless expressly prohibited by law, the DECC Authority shall fully indemnify any person made, or threatened to be made, a party to an action, suit or proceeding (whether civil, criminal, administrative or investigative) by reason of the fact that such person, or such person's testator or intestate, is or was a director, officer, employee or agent of the DECC Authority or serves or served any other enterprise at the request of the DECC Authority, against all expenses (including attorneys' fees), judgments, fines and amounts paid or to be paid in settlement incurred in connection with such action, suit or proceeding.

Section 2 Limitation of Liability

Officers, directors and other persons who perform services for the corporation and who do not receive compensation other than reimbursement of expenses ("volunteers") shall be immune from civil liability. Additionally, persons regularly employed to perform a service for a salary or wage ("employees") shall not be held personally liable in damages for any action or omission in providing services or performing duties on behalf of the corporation in an amount greater than the amount of total compensation (other than reimbursement of expenses) received during the twelve (12) months immediately preceding the act or omission for which liability was imposed. Regardless of the amount of liability insurance maintained, this limitation of liability for volunteers and employees shall not apply when the injury or damage was a result of the volunteer or employee's willful misconduct, crime (unless the volunteer or employee had reasonable cause to believe that the act was lawful), transaction that resulted in an improper personal benefit of money, property or service to the volunteer or employee, or act or omission that was not in good faith and was beyond the scope of authority of the corporation pursuant to this act or the corporate charter. This limitation of liability shall not apply to any licensed professional employee operating in his or her professional capacity. The DECC Authority is liable only to the extent of the applicable limits of insurance coverage it maintains.

Bylaws certified by DECC Authority Board of Directors:

Dated: \_\_\_\_\_

\_\_\_\_\_  
Secretary/Treasurer DECC Board of Directors

\_\_\_\_\_  
Chair, DECC Board of Directors