

DULUTH ENTERTAINMENT AND CONVENTION CENTER AUTHORITY
REGULAR BOARD MEETING
December 14, 2021

A Regular Board Meeting was held Tuesday, December 14, 2021 in the Senator Sam Solon Board Room.

Board Members Present:

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

Board Members Absent:

Secretary Mary Finnegan

DECC Staff Present:

Dan Hartman
Caty Kaups
Lucie Amundsen
Ronni Murphy

Others Present:

None

Chair Patrick Mullen called the meeting to order at 4:00 PM. 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 November 17, 2021. MOTION to approve the consent agenda requested by Chair P. Mullen; motion made by Singler and seconded by Bremer. Motion unanimously carried.

Executive Director Report

Operational Highlights:

1. Hartman presented a photo summary of recent events hosted at the DECC.
2. Winter Village estimated attendance, 25, 000 visitors.
3. Hartman distributed a copy of the "The Cheatsheet", a list of upcoming events, as displayed on www.decc.org.
4. Update provided regarding event scheduling and COVID Delta variant and COVID Omicron variant impacts.

Committee Reports

Executive:

- The committee discussed the Executive Director performance evaluation process, reference Personnel Committee updates below.

Finance:

- The committee reviewed and discussed the October finance statements.

Governance:

- The committee continues to review the organization policy library.
- Board Members can expect to receive a list of organization policies, procedures, and guidelines during Q1 of 2022.
- The matrix of Board Member terms is in process, Board Members can expect to receive a copy during Q1 of 2022.
- The committee worked on drafting a copy of the Bylaws with proposed redlined changes.

Personnel:

- The committee drafted a template for the Executive Director performance review process.
- The committee suggested transitioning to an annual rather than fiscal review period.
- The Executive Committee will distribute a copy of the form to Board Members to complete a six-month evaluation of Hartman's performance.

Old Business

No old business.

New Business

The Officer election slate was presented and reviewed:

- o Chair – Lynne Williams
- o Vice Chair – Peter Singler
- o Secretary/Treasurer – Matthew Baumgartner

MOTION to approve the 2022 Officer election slate for Chair, Vice Chair, and Secretary/Treasurer requested by Chair P. Mullen; motion made by L. Mullen and seconded by Heffernan. Motion unanimously carried.

Board Members and Hartman thanked Chair P. Mullen and Secretary Finnegan for their service to the Board.

Baumgartner joined at 3:39 PM.

The proposed DECC Authority Bylaw changes were reviewed and discussed. Board Members asked for additional clarification regarding the division of the Treasurer and Secretary positions and the check review and check signature processes. The Governance Committee will provide additional updates to the Bylaws and submit proposed changes to Board Members for review.

Other

None

Adjournment

Chair P. Mullen requested a motion to adjourn. The meeting adjourned at 5:02 PM.

Upcoming Meetings

The next regular meeting will be held January 26, 2022 at 11:30 AM. Location: Senator Sam Solon Board Room.

Minutes reported by Ronni Murphy, Office and Project Manager.

Submitted by:

Patrick Mullen, Chair

Mary Finnegan, Secretary