



## DECC AUTHORITY BOARD OF DIRECTORS | REGULAR MEETING

### Meeting Minutes

#### CALL TO ORDER

A Regular Board Meeting was held Wednesday, February 23, 2022 in the Harbor Side Convention Center – Room 203. Chair Lynne Williams called the meeting to order at 11:34 AM. A quorum of directors was present.

#### BOARD MEMBERS PRESENT

Chair Lynne Williams  
Vice Chair Peter Singler  
Treasurer/Secretary Matthew Baumgartner  
Pat Mullen  
Bill Nelson  
Jason Vincent

#### BOARD MEMBERS ABSENT

Don Ness  
Carrie Heffernan  
Martha Bremer  
Laura Mullen  
Mary Finnegan

#### DECC STAFF PRESENT

Dan Hartman  
Caty Kaups  
Ronni Murphy

#### OTHERS PRESENT

None

#### OTHER

Executive Director Dan Hartman took Board Members on a walking tour of Symphony Hall to discuss the space and possible options for bookings and renovations.

## APPROVAL OF CONSENT AGENDA

The consent agenda included the meeting agenda, meeting minutes from the regular meeting on January 26, 2022, and the January 2022 Finance Statements. MOTION to approve the consent agenda requested by Chair Williams; motion made by P. Mullen and seconded by Nelson. Motion unanimously carried.

## EXECUTIVE DIRECTOR REPORT

### Operational Highlights

1. Hartman provided an update on convention trends in relation to COVID and variants. Convention trends include hybrid, remote, increased networking, and a desire for non-convention activities (i.e., group paddleboarding).
2. Hartman discussed recent convention trends and possible impacts on the DECC's strategic plan, specifically: By 2023, increase/convention/event revenue during January, June, July, August, and November by 30% over 2019.
3. Hartman provided an update regarding changes to the DECC's sales approach. The DECC is currently seeking applicants for a Sales and Sponsorship Manger.

## COMMITTEE REPORTS

### Executive

1. The 2022 Board Retreat will take place at Minnesuing Acres in August.

### Finance

1. Treasurer/Secretary Baumgartner provided a review of the DECC's January Finance Statements.
2. Treasurer/Secretary Baumgartner noted impacts to the financials included COVID (Omicron variant), the purchase of a new ice chiller, and budget planning that anticipated one additional day of UMD hockey that did not occur.

### Governance

1. Singler provided a governance committee update on behalf of Bremer.
2. The committee reviewed the current list of all governance level policies and will begin bringing governance policies to the Board for review and approval. The goal is to have all governance policies reviewed by year end.
3. Ness' term will expire June 2022. The committee is working on a survey that will allow Board Members to comment on what skills and aptitudes the Board is seeking for the newest Board Member.

### Ad Hoc – Guest Experience

1. The committee is currently drafting a survey for Board Members to utilize to provide feedback after attending events at the DECC.
2. As desired, all Board Members are encouraged to participate in events and serve as committee ambassadors and provide guest experience feedback.

## OLD BUSINESS

No old business.

## NEW BUSINESS

No new business.

## ADJOURNMENT

Chair Williams requested a motion to adjourn. The meeting adjourned at 12:55 PM.

## UPCOMING MEETINGS

The next regular meeting will be held March 30, 2022 at 11:30 AM in the Harbor Side Convention Center – Room 203.

*Minutes reported by Ronni Murphy, Office and Project Manager.*

### Submitted by:

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Lynne Williams, Chair

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Matthew Baumgartner, Secretary/Treasurer

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Date

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Date