

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

January 26, 2022

A virtual Regular Board Meeting was held Wednesday January 26, 2022 via Zoom.

Board Members Present:

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

Board Members Absent:

Don Ness

DECC Staff Present:

Dan Hartman
Caty Kaups
Lucie Amundsen
Ronni Murphy

Others Present:

Jen Carlson, City of Duluth
Noah Schuchman, City of Duluth
Steven Hanke, City of Duluth
Media

Chair Lynne Williams called the meeting to order at 11:33 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 December 14, 2021, and the November and December 2021 finance statements. MOTION to approve the consent agenda requested by Chair Williams; motion made by Nelson and seconded by Treasurer/Secretary Baumgartner. Motion unanimously carried.

P. Mullen joined at 11:36 AM

Other

Executive Director Hartman, and Carlson, Hanke, and Schuchman from the City of Duluth presented on the Public Authority Model. Presentation content included: definition of a public authority; classification of the DECC; ownership of the land the DECC facilities reside on;

ownership of the DECC facilities; responsibility for the financial obligations of the DECC (such as bonding); and classification of the DECC's employees.

Executive Director Report

Operational Highlights:

1. Hartman provided a strategic update regarding entertainment at the DECC.
2. Hartman provided an update on current market conditions in relation to the DECC's strategic marketing plans.
3. Hartman presented long-term goals for the DECC: position the DECC as the place for entertainment in Minnesota, strive to raise the bar of quality, create an approach centered around, "Everything is better at the DECC".
4. Hartman provided a review and update of strategic initiatives from the strategic plan adopted by the Board in October 2021.

Committee Reports

Executive:

- The committee executed the Executive Director performance review process for June to December of 2021.
- The committee compiled Executive Director performance review results and shared them with the Executive Director. Vice Chair Singler noted that results were overwhelmingly positive with the majority of responses in the "outstanding", "very good", or "satisfactory" range. Themes included: vision, strategic planning, and marketing.
- The committee reported the following considerations with the completion of the Executive Director performance review process: a section of the review should allow Board Members to comment on Executive Director accomplishments to date.
- Vice Chair Singler encouraged Board Members to contact him with questions or feedback about the performance evaluation process.
- Chair Williams proposed the creation of an ad hoc Guest Experience Committee to remain active for the calendar year of 2022.
- Chair Williams nominated Bremer to chair the Governance Committee.
- Chair Williams nominated Treasurer/Secretary Baumgartner to chair the Finance Committee.
- Chair Williams asked Board Members to submit their first and second choice for committee assignments.
- Chair Williams asked Board Members to let Murphy know if edits are needed for the Board Reference Document sent to Board Members in January 2022.

Finance:

- Treasurer/Secretary Baumgartner reviewed financials and discussed COVID impacts on convention sales and continued financial successes in relation to parking.

Governance:

- Bremer will set a meeting with Murphy to begin reviewing DECC governance policies.
- The committee will begin working on plans for new Board Member orientation.

- The committee will create a survey to ask Board Members to comment on preferred skills for the upcoming open Board positions.
- The committee will begin working on plans to create a Board Member self-evaluation process. The committee aims to launch this process in July.

Personnel:

- No update, see Executive Committee notes regarding Executive Director performance evaluation.

Old Business

No old business.

New Business

The proposed DECC Authority Bylaw changes were reviewed and discussed. MOTION to approve the updated Bylaws with an amendment to strike the proposed new next under Treasurer responsibilities of “as delegated by the Chair or Vice-Chair” and to move the 4th and 7th bullet (those starting with will “disburse” and “approve”) from the Treasurer to the Chair responsibilities requested by Chair Williams; motion seconded by Bremer. Motion carried unanimously.

Adjournment

Chair Williams requested a motion to adjourn; motion made by P. Mullen and seconded by Vice Chair Singler. The meeting adjourned at 12:42 PM.

Upcoming Meetings

The next regular meeting will be held February 23, 2022 at 11:30 AM. Location: Harbor Side Convention Center Room 203.

Minutes reported by Ronni Murphy, Office and Project Manager.

Submitted by:

Lynne Williams, Chair

Matthew Baumgartner, Treasurer/Secretary