



## DECC AUTHORITY BOARD OF DIRECTORS REGULAR MEETING

June 27, 2024, Meeting Minutes

### CALL TO ORDER

A Regular Board Meeting was held Thursday, June 27, 2024, in the Senator Sam Solon Board Room. Chair Peter Singler called the meeting to order at 12:00 PM. A quorum of directors was present.

### BOARD MEMBERS PRESENT

Chair Peter Singler  
Vice Chair Laura Mullen  
Treasurer Tony Sertich  
Secretary Jason Vincent  
Bill Nelson  
Zack Filipovich  
Carli Amatuzio  
Shane Peterson  
Pat Mullen

### BOARD MEMBERS ABSENT

Mary Finnegan  
Martha Bremer

### DECC STAFF PRESENT

Dan Hartman  
Ronni Murphy

### OTHERS PRESENT

Media

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Duluth City Council Liaison Tomanek

### PUBLIC OPEN COMMENT PERIOD

Chair Singler asked for a review of the public open comment period sign-up sheet. No members of the public signed up for comment.

### APPROVAL OF CONSENT AGENDA

Chair Singler reviewed the consent agenda. The consent agenda included the meeting agenda, meeting minutes from the Regular Board Meeting on May 30, 2024, and finance

statements for April 2024. MOTION to approve the consent agenda requested by Chair Singler; motion made by P. Mullen and seconded by Filipovich. Motion unanimously carried.

## EXECUTIVE DIRECTOR REPORT

Hartman began by handing out copies of the 2023 annual report. The report summarizes successes, challenges, and opportunities for the DECC in 2023 and includes a photo summary of the year. Hartman will share copies of the report with stakeholders as applicable, such as when meeting with City, County, and State leadership.

Hartman shared that the 2023 audit is complete. Hartman plans to share an update with the Board at a future meeting. In the interim, Board Members can connect with Hartman or Finance Director Denton regarding any questions.

Hartman shared a sales update with the Board. Hartman summarized the convention sales process for Duluth noting that 90% of conventions booked are Minnesota-based groups and associations. The DECC and Visit Duluth met to create a joint sales plan for 2024 and 2025 for convention sales. Hartman noted that the DECC has limitations regarding what it can do to entertain clients, and Visit Duluth has flexibility. The DECC and Visit Duluth can partner to bring in and entertain clients as part of the process to attempt to win their business. The DECC and Visit Duluth can also cover more ground at trade shows by spreading out attendance of DECC and Visit Duluth representatives to different shows. The DECC and Visit Duluth created goals to complete two FAM Tours in 2024, create top ten and association lists, and begin coordinating national tradeshow efforts. Additionally, Hartman is working to create a convention center summit group for peer networking, best practices, and more powerful advocacy efforts.

*Vincent arrived at 12:04 PM.*

*Peterson arrived at 12:05 PM.*

Hartman shared that the DECC is creating a Music on the Ship event to bring further attention to the Irvin. The DECC has learned there are specific requirements for liquor permitting on the Irvin. The DECC is looking into how this will impact the event. The Board discussed the event and liquor permitting for the Irvin.

Hartman closed by noting a written report regarding the activities of the past month was handed out to Board Members for review. Highlights include Harbor Monsters, Grandma's Marathon, and cruising updates.

## COMMITTEE REPORTS

### **Strategy**

Chair Singler provided an update on behalf of the Strategy Committee.

1. The Committee discussed the strategic planning session and how to best utilize the additional Board time.
2. The Committee discussed the DES agreement noting that additional data is being collected to share with Board Members.

3. The Committee discussed the status of the 2023 appropriation (bonding), noting that there are no additional updates at this time.

## **Finance**

1. Treasurer Sertich shared that the Finance Committee met and discussed updates related to the audit and reviewed April 2024 financials.
2. Treasurer Sertich reviewed the balance sheet noting the DECC is currently well-positioned, and revenues are up. As expected, associated expenses are also up.
3. Treasurer Sertich reviewed the rolling forecast noting the DECC estimates to be \$500,000 to the positive by year end. The forecast will continue to be adjusted as the year progresses.
4. Hartman shared he is cautiously optimistic. The DECC has not accessed the \$1,000,000 line of credit from the City and is not planning to access it. Hartman also shared the DECC has made progress toward the goals of \$800,000 in new revenue and a reduction in payroll by \$300,000. Eventually, Hartman would like the forecast to include the addition and subtraction of event revenues as new business is booked/cancelled. The Board reviewed and discussed the DECC's financials.

## **Governance**

1. Vincent provided an update on behalf of the Governance Committee. The Committee did not meet in June and plans to resume meeting in July.

## **OLD BUSINESS**

Chair Singler introduced the redlined DECC Authority Board Bylaws. The Bylaws were reviewed at the May Regular Board Meeting after minor edits were completed. The Board reviewed the Bylaws, and no other edits were suggested. MOTION to approve the DECC Authority Board Bylaws as amended requested by Chair Singler. Motion made by Treasurer Sertich and seconded by Vice Chair L. Mullen. Motion carried unanimously.

## **NEW BUSINESS**

*Peterson departed noting a conflict of interest regarding the AMSOIL Arena scoreboard-related bids at 12:23 PM.*

Hartman introduced the AMSOIL Scoreboard and Equipment Lease Purchase Agreement Proposal (RFP 02-24) to the Board. Hartman shared that two proposals were received: Bremer Bank and MPECU. Hartman recommended approval of the MPECU proposal based on low bid requirements. The Board discussed the proposal. MOTION to approve the MPECU proposal requested by Chair Singler. Motion made by P. Mullen and seconded by Filipovich. Motion carried unanimously (8 - affirmative; Peterson - abstain).

Hartman introduced the AMSOIL Scoreboard Proposal (RFP 01-24) to the Board. Hartman shared that the DECC received three proposals for the replacement of the AMSOIL Arena

scoreboard: Watchfire, Samsung, and Daktronics. DECC and UMD representatives reviewed all proposals and scored them based on responsible bidder criteria. Hartman recommended approval of the Daktronics proposal based on responsible bidder scoring. The Board discussed the proposal. MOTION to approve the Daktronics proposal for the replacement of the AMSOIL Arena scoreboard requested by Chair Singler. Motion made by Treasurer Sertich and seconded by Filipovich. Motion carried unanimously (8 - affirmative; Peterson - abstain).

*Peterson returned at 12:29 PM.*

## OTHER

No Other Business was discussed.

## ADJOURNMENT

Chair Singler requested a motion to adjourn. The meeting adjourned at 12:30 PM.

## UPCOMING MEETINGS

The next regular meeting will be held July 25, 2024, location to be determined.

Submitted by:

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Peter Singler, Chair

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Jason Vincent, Secretary

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Date

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Date