**DULUTH ENTERTAINMENT AND CONVENTION CENTER AUTHORITY**

**REGULAR BOARD MEETING**

August 25, 2021

A Regular Board Meeting was held Wednesday, August 25th, 2021 in the Harbor Side Ballroom.

Board Members Present:

Chair Pat Mullen

Vice Chair Lynne Williams

Secretary Mary Finnegan

Peter Singler

Bill Nelson

Martha Bremer

Don Ness

Jason Vincent

Board Members Absent:

Carrie Heffernan

Matt Baumgartner

Peter Singler

Laura Mullen

Steve Hanke

DECC Staff Present:

Dan Hartman

Lauren Schuette

Caty Kaups

Others Present:

Member of the Public

Media

Chair Mullen called the meeting to order at 11.35 AM. A quorum of directors was present.

**Approval of Consent Agenda**

Finnegan made a motion to approve the consent agenda, which included the meeting agenda, meeting minutes from the regular meeting on July 28, 20212 and the July 2021 Finance Report. It was seconded. The consent agenda was approved unanimously.

**Executive Director Report**

*Operational Highlights:*

1. An overview of the schedule of events was provided to the Board.
2. Some events are returning to a sense of normalcy, a lot more activity than last year.
3. Bayfront has been popular with events all summer.
4. First event at Harbor Drive with the Greater Downton Council was a success, great way to highlight the new outdoor space.
5. Updates provided on social media reach and the effect of recent marketing.
6. Parking rate is planned to move to $10 in September.
7. New DECC staff nametags presented.
8. Update on beverage options.
9. Working towards getting staff hired for Catering and Concession Stands to.
10. Budget forecasting presented in regards to the Delta variant.
11. Update on the staff organization chart, discussion of the reorganization and various positions.
12. Working towards being the “cool” place for long term success.
13. Data dashboard: Review of events, revenue and marketing successes.
14. Dan plans to travel to other convention centers and learn from other operations, invitation to join. Top 3 things to observe:
    1. How do arenas display sponsorships?
    2. What is the food you’re excited to try?
    3. What does navigation look like?

**Committee Reports**

*Executive:*

* Discussion about the retreat and the strategic plan. The goal is to ensure important work is done at the retreat.

*Finance:*

* The financial report was reviewed. Caty provided more details.

*Governance:*

* Creating governance training for the board and finalizing the strategic plan.

*Personnel:*

* No updates to report.

*Strategic Planning:*

* Drafted strategic plan will be reviewed again prior to the annual board meeting/retreat where the plan will be brought to the full board.

**Old Business**

No old business.

**New Business**

* Introduction of request to update the bid amount threshold for purchases to $20,000 and adjust with inflation each year. It was agreed to implement a temporary threshold of $5,000 while the board reviews. Anything over $5,000 needs 3 bids and an approval by Pat Mullen in the interim. The bylaws state the board needs to review and approve new purchasing policies; additional members agreed with the motion.

**Adjournment**

P. Mullen requested a motion to adjourn. The meeting adjourned at 1:15 PM.

**Upcoming Meetings**

The next regular meeting will be held September 29, 2021 at 11:30 AM. Location to be determined.

Minutes reported by Lauren Schuette, Administrative Manager.

Submitted by:

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Patrick Mullen, Chair Mary Finnegan, Secretary