

MINUTES

Grand Forks Events Center Commission
Wednesday, March 27th, 2019 | 7:30 am
#12 Meadowlark Room - Alerus Center

Call to Order: Matt Walkowiak called the meeting to order at 7:33 am.

Roll Call

Present: Bill Chaves, Jay Kleven, Pat McLean, Matt Walkowiak, Ken Vein- via phone, Hal Gershman- via phone, Julie Rygg

City: Maureen Storstad, Howard Swanson, Todd Feland

Alerus Center: Anna Rosburg, Dan Toop, Derek Hoffert, Erin Perronteau, Kaitlyn Spinney, Riley Simenson, Erika Lampert

We have a quorum.

Consent Agenda

The consent agenda, including the minutes from the February 27th, 2019 meeting were included in the packet. An edit was made to the Art Gallery Review section.

***A motion was made by Pat McLean to approve the minutes; seconded by Jay Kleven
Motion passed unanimously.***

Approval of Financials

February financials were reviewed; the past month came out lower than anticipated, mostly due to the buildings maintenance and utilities. A few events did have a smaller number of guests or had to cancel because of the weather.

***A motion was made by Jay Kleven to approve the Financials; seconded by Pat McLean
Motion passed unanimously.***

Capital Projects Review

During the month of February and leading into March, we have been continuing the current projects which include the HVAC, Fire Alarm System and Boilers.

Marquee Bid Approval

Daktronics was the only bid for the project; the bid is priced under the budgeted amount, including the alternates.

***A motion was made by Jay Kleven to approve the Marquee Bid; seconded by Pat McLean
Motion passed unanimously.***

Surplus Kitchen Equipment

Photos of the 3 items were reviewed and looked for approval to sell.

A motion was made by Pat McLean to approve the Kitchen Items; seconded by Jay Kleven.

Motion passed unanimously

Canad Inn Connecting Doors

A solution to the connecting door issue would be to add a sliding glass door between the buildings. The EAPC provided a design plan for the doors. Lane from the Canad Inn joined the meeting and it was discussed that the Canad Inn is willing to split the cost of the door construction.

Permanent Turf Option

We are in the process of looking at permanent turf options, the topic will be brought up at the next Finance and Renovation Meeting.

Vote for Bylaws to be amended

The current bylaws did not specify a number as to how many voting members are needed for a quorum. Howard asked that the bylaws be updated to reflect that 4 voting members are needed for a quorum.

A motion was made by Hal Gershman to approve the Bylaws to be Amended; seconded by Pat Mclean. Motion passed unanimously.

Management Reports

- a) Executive Report – Anna Rosburg- Two concerts have been added to the schedule for this year since our last meeting. The Dierks Bentley concert went very well, even with the blizzard. We are seeing a lot of potential for concerts to come the Alerus Center this year. We are preparing for the Box Office and Marketing Conference in June, we are excited to be working with local businesses for when our guest are here. The Alerus Center also received the Grow Grand Award by the Grand Forks Young Professional Program.
- b) Finance – Erin Perronteau- Still working on the audit, answering follow-up questions. We are getting ready to start the 2020 budget soon.
- c) Operations – Anna Rosburg filling in for Danny Melise- We are working with Johnson Controls for training with our staff. We have three projects with EAPC that are being worked on. Discussion has been brought up about changing up some off the printer options with Marco’s to save money. We are also hosting a NDSC tour of the building for students to learn more about the Alerus Center.
- d) Food and Beverage – Dan Toop- February was a steady month for the Food and Beverage department. We did see a small drop in the budget with the smaller events that were hosted. March should be a much better month with all of the events and conferences.
- e) Marketing –Riley Simenson- Two concerts have been added to the schedule, we have Cheap Trick and Two Friends coming soon. We are also looking forward to April, as we

have the Annual Easter Egg Scramble, Harlem Globetrotters, Monster Trucks and Jo Koy. The Promoter Packets have been updated to show more options for events.

- f) Partnerships –_Derek Hoffert- We are very excited that Scheels is the sponsor for this year's Easter Egg Scramble. We also have the Stematic Club Lounge and the Happy Harry's Suite Level. For Dierks Bentley, all of the suites were full and the Coach Boxes. We are looking into some new trash cans that provide advertising. We already have an interested party.

- g) Conference Sales-_Kaitlyn Spinney- We have rebranded all of our pamphlets and guides to match and we are working on updated the website, starting with the Wedding page. In May we are hosting a FAM Tour, there will be more updates in the April meeting. The Everything Goes Sale will be on June 8th this year; our team is currently working on the details for this event. In November we are hosting a Live Wedding Show, which we are very excited for, as it will be the first one we host.

- h) Event Management- Dan Ange- The Dierks Bentley tour went great, also with the FIRST Robotics Competition and the 2019 Home Show.

Other

Julie discussed that Tourism and the Presidential Library is in Legislature at the moment.

Adjournment

A motion was made by Pat McLean to adjourn; seconded by Jay Kleven.

Meeting adjourned at 8:49 am.

Respectfully submitted,
Erika Lampert

Pat McLean
GFEC Secretary