

MINUTES

Grand Forks Events Center Commission
Wednesday, April 24th, 2019 | 7:30 am
#12 Meadowlark Room - Alerus Center

Call to Order: Matt Walkowiak called the meeting to order at 7:32 am.

Roll Call

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

City: Maureen Storstad, Howard Swanson, Todd Feland

Alerus Center: Anna Rosburg, Danny Melise, 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 March 27th, 2019 meeting were included in the packet. An edit was made to add Hal Gershman via phone to the attendance.

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

Approval of Financials

March financials were reviewed; the past month had higher expenses than anticipated, mostly due to the increase in snow removal cost and utilities. We have hosting profitable events and continue to be in the black for the year.

***A motion was made by Hal Gershman to approve the Financials; seconded by Ken Vein
Motion passed unanimously.***

2018 Audited Financials

The Alerus Center came in above budget at \$74,000. There was a request to change the incentive fee to Total Management Fee.

***A motion was made by Hal Gershman to approve the 2018 Audited Financials; seconded by Ken Vein
Motion passed unanimously.***

***A motion was made by Hal Gershman to approve the change of wordage for the Total Management Incentive Fee; seconded by Jay Kleven.
Motion passed unanimously.***

Capital Projects Review

Projects have been going smooth including the HVAC, Lighting and Boilers. We are working on specs for basketball court and looking into installing permanent turf. We have will be having bids for 2019 and 2020 for permanent turf options. Depending on cost, we should be able to determine if it would be an option for this summer. Meetings have been in progress with UND Athletics and Alerus for naming. If it is able to be approved for 2019, the project would take place between June and August.

***A motion was made by Hal Gershman to approve the Capital Projects; seconded by Pat McLean
Motion passed unanimously.***

Projector Bid Opening

We are having a bid for new portable projectors that opens later this week. Danny requested a Special Meeting via phone on Friday.

***A motion was made by Jay Kleven to approve the Projector Bid Opening; seconded by Clare Albrecht
Motion passed unanimously.***

Public Art Gallery

a) Exhibition Pieces

The Public Arts Commission (PAC) presented the first round of exhibition pieces.

***A motion was made by Jay Kleven to approve the Exhibition Pieces; seconded by Curt Kreun
Motion passed unanimously.***

b) Gallery Pieces

The Public Arts Commission (PAC) presented the first round of Gallery Pieces.

***A motion was made by Jay Kleven to approve the Gallery Pieces; seconded by Curt Kreun
Motion passed unanimously.***

c) Signage

A mockup of the signage that would be hung on the walls was displayed for the Commission members to see.

***A motion was made by Curt Kreun to approve the Signage; seconded by Hal Gershman
Motion passed unanimously.***

d) Location of Exhibition and Gallery

A slideshow was provided of the locations where the art would be displayed.

***A motion was made by Curt Kreun to approve the Location of Exhibition and Gallery Pieces; seconded
by Jay Kleven
Motion passed unanimously.***

e) Process/Materials of hanging the pieces

The materials that PAC will be using were handed out for the Commission Members to see.

A motion was made by Curt Kreun to approve the Process and Materials to hang the pieces; seconded by Hal Gershman

Motion passed unanimously.

f) Sculpture Placement

PAC provided a map and pointed out specific locations that they think would be an appropriate place to display a sculpture. The Commission agreed on one potential location, lot A. It will need to be discussed with the Canad Inn and looked onto further with an engineer.

A motion was made by Jay Kleven to approve the start process of a sculpture in lot A; seconded by Ken Vein

Motion passed unanimously.

g) Art Sales Pricing

It was determined that this topic will be further discussed at a later date.

Qualitative Fee

Not all of the Commission Members have their scores in yet, Juli Rygg and Bill Chaves will be able to submit scores as well for the May Commission Meeting.

Spectra Agreement Addendum

Edits were made to the addendum and approved by Spectra. There is an incentive based on performance, the score must be 3.5 or above.

A motion was made by Hal Gershman to approve the Spectra Agreement Addendum; seconded by Jay Kleven.

Motion passed unanimously.

Management Reports

- a) Executive Report – Anna Rosburg- Having a strategy session would be great to sit down and discuss ideas for the Alerus Center. We have been getting lots of out of town visitors for our recent events.
- b) Finance – Erin Perronteau- We are working on implementing new processes in our department. We have a great team that works together.

- c) Operations – Danny Melise- We have completed training with our Ops team and Johnson Control. A place in Fargo and Winnipeg have been interested in renting the basketball courts we have. We are also starting interviews to fill the Director of Operations position. Marco has been working on a printer solution to save money and make printing easier. A demo for the new camera system went up earlier this week.
- d) Food and Beverage – Dan Toop- For the month of March, we did very well. The Dierks Bentley concert brought in 45% of the income.
- e) Marketing –Riley Simenson- Since we last met we announced the Dwight Yokam is coming at the end of August. We are working on the Two Friends concert coming up in May that is in partnership with UND. New advertising has been added to the Concourse.
- f) Partnerships – Derek Hoffert- We have a sponsor for the new garbage cans and they are working on the design now, hopefully we will have those up and running soon. We have also added backlit signage on the Concourse, one of the sponsors is Ashley Home Store. There are two others that can be filled.
- g) Conference Sales- Kaitlyn Spinney- We are up 46 events from the last Commission meeting, which is great! We will be holding the Tourism Conference next year and we are looking to make some improvements. In the month of March we had 17 multi-day events. Since our website update, we have seen a 32% increase in website traffic.

Other

Julie discussed that they are having Canadian Appreciation Day coming up and will be having giveaways and many social media interactions.

Adjournment

A motion was made by Pat McLean to adjourn; seconded by Clare Albrecht.

Meeting adjourned at 8:49 am.

Respectfully submitted,
Erika Lampert

Pat McLean
GFEEC Secretary