

MINUTES

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



Call to Order: Matt Walkowiak called the meeting to order at 7:36 am.

Roll Call

Present: Bill Chaves, Hal Gershman, Jay Kleven, Pat McLean, Matt Walkowiak, Ken Vein, Clare Albrecht & Julie Rygg

City: Maureen Storstad, Howard Swanson, Todd Feland

Alerus Center: Anna Rosburg, Danny Melise, Dan Toop, Derek Hoffert, Erin Perronteau, Jonathan Greene, Riley Simenson, Erika Lampert and Duane Blank from Spectra

We have a quorum.

Consent Agenda

The minutes from the last Commission Meeting on June 26th were reviewed.

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

The Minutes from the Special Meeting regarding the Budget were reviewed.

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

2018 Audit Review

Bryan and Amanda from Brady Martz joined us for the meeting to review the 2018 Audit.

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

Approval of Financials

In the month of June we had 36 events, which is 14 more events than June of 2018. Our accounts receivable and accounts payable is in great shape. We would be performing at budget for the year, if it wasn't for the additional snow removal and utility's due to the winter. With the extra events coming up and budget cuts, we are still projecting a loss for this year.

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

Capital Projects Review

The pre-bid walk through for Phase 1 of the turf is on August 5th-6th. Bergstrom Electric and EAPC and working with vendors for the brow light. The HVAC is up and running and we are looking at research for a central cooling tower. The Fire Alarm design will be out for bid the middle of August.

Management Reports

- a) Executive Report – Anna Rosburg- Chris Young and Eli Young Band, Theresa Caputo and Hugo’s Toughest Monster Trucks. We have more ticketed events than 2018. For 2020 we are budgeted for 425 events. Derek Hoffert was 1 of 3 finalists in our company for the highest partnerships award. Two of our team members are helping with the Special Olympics as part of a community engagement piece. We are also planning a field trip to Minneapolis to look at a permanent turf and cover solution.
- b) Finance – Erin Perronteau- Finance has a few summer projects, cash handling training, orientation, one on one training and prepping for the busy season.
- c) Operations – Jonathan Greene- We are looking at updating mats and basketball courts for August. We are having the metal detector batteries updated, new work order system, inventory and fixing the overhead door.
- d) Food and Beverage – Dan Toop- June was solid month for food and beverage. We were 60% higher than 2018 with 6 weddings. We are currently sitting at 25% under the labor cost, but higher product cost. We are testing new concession items to change things up.
- e) Marketing –Riley Simenson- We are getting ready for August. We have a WWE promo with Sickies Garage for themed milk shakes. There is an indoor display with coke at Hugo’s. We will have a Comic Con sponsor to be announced soon, we will be there for the Greenway take over.
- f) Partnerships – Derek Hoffert- Hugo;s Toughest Monster Trucks is back for 2020. We are in fruitful conversations, but it is difficult to contact people in the summer.
- g) Conference Sales- Kaitlyn Spinney- We are working on a Christmas in July promo to book holiday parties for this winter. Our “To Have and To Hold” event is a live wedding show- the nomination process will begin in August. We have formed an internal Marketing Committee with our team who has marketing/ business background. We have contracted 390 of 456 events for this year so far.
- h) Events- Danny Melise- We are going to have staff training, supervisor training, GFPD, check in procedures and prepping for August. We will meet with UND for outside activities/ tailgating. Also working on additional NPO’s for the building.

Other

Adjournment

A motion was made by Pat McLean to adjourn; seconded by Ken Vein

Meeting adjourned at 8:50 am.

Respectfully submitted,
Erika Lampert

Pat McLean
GFECC Secretary