

## MINUTES

Grand Forks Events Center Commission



Wednesday, August 28th, 2019 | 7:30 am  
#12 Meadowlark Room - Alerus Center

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

### **Roll Call**

**Present:** Bill Chaves, Hal Gershman, Jay Kleven, Pat McLean, Matt Walkowiak & Ken Vein

**City:** Maureen Storstad, Todd Feland

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

**We have a quorum.**

### **Consent Agenda**

The minutes from the last Commission Meeting on August 28<sup>th</sup> were reviewed.

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

The Minutes from the Special Meeting regarding Phase 1 were reviewed.

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

### **Approval of Financials**

July was a slower month, but we had 2 times more events than last year. All events this year have been profitable, but not to budget level profit. Indirects are only \$9,000 over budget even with the overages in snow removal and utilities from earlier this year. We are projected to be right on budget for events. By the end of August, we should be closer to zero.

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

### **Capital Projects Review**

Phase 1 of the turf has been delivered, training for it will happen in the coming weeks. We are finalizing the design for the fire alarm system. We had a great trip to U.S Bank Stadium to look at their turf and cover, it was a very knowledgeable trip.

### **Football Alcohol Policy**

Change heading from "Alcoholic beverages cannot be brought onto the premises" to "Alcoholic beverages cannot be brought into the facility."

Change sentence to "The only alcoholic beverages that can be brought onto the premises are those legally purchased by the Alerus Center Under laws, ordinances and regulations governing its liquor license." To "The only alcoholic beverages that can be brought into the facility are those legally purchased by the Alerus Center Under laws, ordinances and regulations governing its liquor license."

***A motion was made by Jay Kleven to approve the recusal of Hal Gershman for the Football Alcohol Policy; seconded by Pat McLean  
Motion passed unanimously.***

***A motion was made by Jay Kleven to approve the change in the Football Alcohol Policy; seconded by Pat McLean  
Motion passed unanimously.***

### **Signing service contracts past the Management Contract**

We just wanted to bring this to the Commissions attention that in the future it will be time to renew/ start new contracts. It is possible that we would get a better deal if we sign for longer terms.

### **Management Reports**

- a) Executive Report – Anna Rosburg- Our trip to U.S Bank Stadium was great. We are looking forward to UAS, Dwight Yoakam and the first UND game. We have some 2020 announcements coming soon. The UND contract is going strong. We are also planning the 2019 Season of Giving.
- b) Finance – Erin Perronteau- Finance is wrapping up our summer projects. We are improving security in the Cash Room. We have enrolled in auto-pay for utilities. We are continuing with the audit recommendations.
- c) Operations – Jonathan Greene- We are finishing the prep for football. We have two new Operations Supervisors that started recently. I am meeting with vendors and getting to know them.
- d) Food and Beverage – Dan Toop- July was a good month for food and beverage; we are up by 50% from last year. August is looking good, there are 6 large weddings, Dwight Yoakam, ACS and football. We are looking forward to the fall events.
- e) Marketing –Riley Simenson- I am prepping for the upcoming events, football, Comic Con and Chris Young. We are finishing up the visual display project, they have moved to the inside phase. With this project, there will be live feed of the football games on the concourse.

- f) Partnerships – Derek Hoffert- The Partner Appreciation event went great, it's a good way to thank our local partners. We had 5 new partners sign in August.
- g) Conference Sales- Kaitlyn Spinney- July and August are very busy months. We are currently at 427 of 456 events for the year. "To Have and To Hold" event has started looking for vendors and looking for the couple. The CVB Fam Tour went good. We completed the Reunification drill with the school district. For 2020 we are 111 events contracted. For 2019, we will have 65 more events this year.
- h) Events- Danny Melise- We are working to streamline our settlement and workbook process. I am working on an Event/ Production Guide with Riley.

**Other**

**Adjournment**

***A motion was made by Pat McLean to adjourn; seconded by Curt Kreun***

Meeting adjourned at 8:48 am.

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Respectfully submitted,  
Erika Lampert

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Pat McLean  
GFECC Secretary