

MINUTES

Grand Forks Events Center Commission



Wednesday, December 18th, 2019 | 7:30 am
#12 Meadowlark- Alerus Center

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

Roll Call

Present: Matt Walkowiak, Jay Kleven, Bill Chaves, Pat McLean, Curt Kreun, Clare Albrecht & Ken Vein

City: Maureen Storstad and 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 November 20th were reviewed and approved.

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

Approval of Financials

November had twice as many events as budget. November had a \$91,000 profit with food and beverage having \$88,000 of that profit. For the year so far, we are over \$100,000 for snow removal cost and \$50,000 for utilities. Right now, we are at a \$200,000 loss for the year; we are projecting to end with a \$50,000 loss. The building has grown revenue \$784,000 over the 3-year benchmark this year.

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

Capital Projects Review

a. C-Riser Bid

We want to reject the bid and potentially change to a CM at Risk.

***A motion was made by Jay Kleven to reject the C-Riser Project Bid; seconded by Ken Vein
Motion passed unanimously***

A motion was made by Ken Vein to move forward with a CM at Risk option; seconded by Curt Kreun

Jay Kleven requested further discussion before voting.

The Commissioners discussed that the Finance and Renovation Committee could have vendor presentations about having a CM at Risk for the C-Riser Project and process CMAR proposals.

b. Turf Project Phase III

The Finance and Renovation Committee recommended that Tony Anderson Construction be awarded the bid.

*A motion was made by Curt Kreun to approve the Turf Project Phase III to Tony Anderson Construction; seconded by Ken Vein
Motion passed unanimously*

c. Pony Boiler and Chiller #5 Bid

The Finance and Renovation committee recommend that the base bid and alternate one is awarded to the lowest bidder, Robert Gibb & Sons Inc.

*A motion was made by Ken Vein to approve the Pony Boiler and Chiller #5 Project to Robert Gibb & Son's; seconded by Curt Kreun
Motion passed unanimously*

d. Surplus Equipment Vote

A packet was handed out to the Finance and Renovation Committee with pictures of items that are no longer in use to review. We would like to surplus these items.

*A motion was made by Ken Vein to approve the Surplus Items; seconded by Jay Kleven.
Motion passed unanimously*

e. Convention Center AV Project Bid

There was a minor clerical error on one of the bid documents for the AV Project Bid. We want to waive this minor error to be able to include the bid for the project.

*A motion was made by Curt Kreun to waive the minor clerical error on the bid document; seconded by Ken Vein
Motion passed unanimously.*

The bid document for the Convention Center AV Project was handed out to the Commissioners to review and discussion. It was agreed that the project should be awarded to Diversified, the lowest bid.

*A motion was made by Ken Vein to approve the AV Project to be awarded to Diversified along with alternates #4, #6 and #7; seconded by Curt Kreun
Motion passed unanimously.*

2020 Officer Elections

After discussion with the Commissioners, it was decided that Pat McLean will be Chair, Matt Walkowiak will be Vice-Chair and Jay Kleven will be Secretary.

*A motion was made by Ken Vein to approve the 2020 Officer Election choices; seconded by Curt Kreun
Motion passed unanimously.*

Management Reports

- a) Executive Report – Anna Rosburg- We are very happy that Kaitlyn and Riley have been accepted into the LEAD Program with Spectra. Our 2020 tour load is looking good. We have been working with the CVB on the economic impact reports and getting those back to review.
- b) Finance – Erin Perronteau- Security improvements have been made to the Cash Room and I am going to start working on the 2021 budget.
- c) Operations – Jonathan Greene- Currently working on capital projects, going through some surplus items and rentals.
- d) Food and Beverage – Dan Toop- November was almost twice as much as last year in sales. We have a new Assistant Sous Chef and for the year we have had 40 weddings.
- e) Marketing –Riley Simenson- We have Happy Harry’s Pork and Brew coming up in January, which we will have a special VIP beer for the show. Season of Giving is coming to a close and we will be holding a press conference for the Big Ticket giveaway and the winner will be on-site.
- f) Partnerships – Derek Hoffert- 2020 renewals are coming up. We saw a 6% growth in 2019 from 2018. We also sent out roughly 100 holiday gifts to our partners and local businesses.
- g) Conference Sales- Anna Rosburg for Kaitlyn Spinney- We have 471 events for 2019, which exceeds our budgeted amount for the year. For 2020, we have 207 out of the 425 budgeted events contracted so far. We are working on the Sales and Marketing plan for 2020. We also have 24 conventions in 2020 booked so far.
- h) Events- Danny Melise- We are in the process of hiring a new event manager and working on the upcoming events.

Adjournment

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

Meeting adjourned at 8:44 am.

Respectfully submitted,
Erika Lampert

Pat McLean
GFEC Secretary