

River's Edge Convention Center Advisory Board

Meeting Notes – October 11, 2016

Present Patty Gaetz, Marty Mahowald

Not Present Dan Barth, Jodi Domeier, Linda Feuling, Julie Lunning, Scott Raden

Staff Present Bill Dunsmoor, Tony Goddard

1. The meeting was convened at 5:00 pm at the Convention Center.
2. Mahowald moved acceptance of the minutes of August 9, 2016 as submitted; Gaetz seconded the motion, which passed unanimously.
3. Goddard reviewed the draft 6/30/16 financial statements and noted that these were updates from the preliminary statements reviewed in August. The committee discussed several revenue categories in detail; catering commissions, large room rental, and concessions.
4. Bill Dunsmoor provided an update on Convention Center operations:
  - Parking ramp should be completed by the middle of November
  - September was a very busy month, with almost 16,000 clients; the first heavy convention month of the season
  - The Beaver Island Trail ribbon-cutting was earlier in the day
  - We are looking at possible use of the trail plaza area for event-related functions
  - We have completed the LED lighting retrofit in the exhibit halls; work on the meeting rooms will start soon
  - We replaced many of the heavily-used curtains
  - We are installing new LED lighted bollards in the plaza entrance
  - Within a week a contractor will begin sand-blasting and painting the railings and exterior stairways on the river side of the building
  - Our 2017 capital budget proposal includes carpet replacement in the original part of the building and an elevator to serve the east side of the building and the trail
  - Changes in parking ramp: the parking system is working out glitches in their new equipment and software, resulting in some customer complaints; we are considering an increase in event parking fees, which have been \$5 for many years

Dunsmoor departed.

5. Goddard noted that the November meeting is scheduled for Election Day and we may want to find a new date. In addition, attendance has been lagging, so perhaps an entirely different day/time might be in order; or, do we need to revamp the meetings. The members present like the current schedule and think that Election Day would work, anyway. Goddard will send out a survey to all members.
6. Goddard and the committee briefly discussed the preliminary conclusion and recommendation document, which had been included in the agenda packet. No recommended changes.
7. The planned presentation to City Administration at a Council Study Session on September 19 was postponed. The current intention is to coordinate the MAC Study with a Park and

Recreation Asset Inventory; various related proposals would then go forward in the first quarter of 2017.

8. Goddard asked the committee's opinion about whether this Advisory board should continue to oversee the MAC after the Study is done. The strong feeling is that the MAC should have its own Advisory Board and this group should return to its focus on the Convention Center.
9. Adjournment at 6:45 pm.

Submitted by Tony Goddard