

River's Edge Convention Center Advisory Board

Meeting Notes – August 8, 2017

Present Ibrahim Abdi, Jodi Domeier, Patty Gaetz, Alvin Yu

Not Present Julie Lunning, Marty Mahowald

Staff Present Bill Dunsmoor, Rich Gallus, Tony Goddard

1. The meeting was convened at 5:05 pm at the Convention Center.
2. The Board welcomed Mr. Abdi, newly-appointed by Mayor Kleis.
3. The Board considered the minutes of June 13, 2017. Yu moved acceptance of the minutes as submitted; Domeier seconded and the motion passed unanimously.
4. The Board reviewed the June 30, 2017 financial reports that had been distributed in the meeting packet. Goddard explained that the reports are accurate on the expenditure side, but we still have issues with lagging posting of revenues. He then distributed a detailed report comparing the financial performance as of June 30 each year 2012 through 2017. The board discussed trends. The current year numbers are affected by significant receivables in catering commissions; by year's end, and subsequent journal entries, the *annual* totals will be correct, but our ability to track mid-year is hampered. A change in accounting procedures also affects comparability: in 2017, the City began to post deposits for future year events as deferred revenue, meaning that revenues for 2017 will be reduced relative to prior years when all receipts were booked as current income. Factoring all of these variables, operations seem to be tracking closely to 2016.
5. Dunsmoor provided an update of recent operations at the facility, noting that July and early August is the slowest period of the year for events, but the operations staff have been very busy with maintenance and repairs. For example, 6,500 chairs have been cleaned and repaired as necessary. Dunsmoor also gave an update on the construction project that will add an elevator to the east side of the building, greatly enhancing flow within the building and access to the plaza and trail. We anticipate that the elevator will be operational by the end of the calendar year. He informed the board that there was a significant plumbing leak in the building on July 3rd, which was not discovered until July 4th because the facility was not in use. Damage was significant, but we are now back on line. We don't have all bills in yet, but anticipate up to \$30,000 in costs. Saturday August 12 will be the first major warm-weather outdoor event by the west parking ramp – Cider Fest. Tom Decker, one of our longest-term operations technicians is retiring at the end of September, and we will open a search for a replacement.
6. Gallus provided an update on marketing. He reviewed our social media traffic for the month of July, with over 30,000 individuals "touched" through Facebook. He also briefed the board on our refined customer evaluation process, which now utilizes GoogleDocs for ease of response. We get over 70% response rates. Yu will explore whether SCSU may have other survey technology that we might utilize to do targeted surveying.
7. Goddard provided a number of updates:
 - We had a security assessment by U.S. Homeland Security on July 13th and will receive a written report in later August or September.

- Several faculty at SCSU, including Yu, are crafting research proposals after discussion with Goddard about marketing research.
 - The capital budget proposed for 2018 will include roof replacement, HVAC equipment replacement and a roof-top solar array. The board will have the opportunity to comment on the plans at our next meeting.
 - We are reviewing our contract documents with the City Attorney with the goal of streamlining the documents and putting them into our scheduling system, saving labor time and cost.
 - The MAC capital budget proposal for 2018 will also include significant upgrades to the arena building.
8. Next Meeting: Tuesday October 10, 2017, 5:00 pm
 9. Adjournment at 6:10 pm.

Submitted by Tony Goddard