

River's Edge Convention Center Advisory Board Meeting

May 13, 2014 Meeting Notes

Members Present: Jim Graves, Jodi Domier, Dan Barth , Scott Raden, and Linda Feuling

Members Absent: Gary Berg, Patti Gaetz, and Julie Lunning

Others Present: Tony Goddard, Division Director, Bill Duns Moor, Manager, Rich Gallus, Sales Consultant, and Dianne Koch, Office Supervisor

1. Convene. The meeting was called to order at 5 pm by Jim Graves.
2. Approval of Minutes. The minutes from the March 11, 2014 meeting were approved as submitted. Scott Raden moved approval and Dan Barth seconded. Motion carried unanimously.
3. Financial Report. Tony explained and answered questions concerning the River's Edge Operating Revenues and Expenditures spreadsheet. The spreadsheet contained profit and loss history from 2009 through March 31, 2014.
4. Marketing Report. Rich reported that he continues to learn about the operational side of event planning. He has been working more closely with the Kelly Inn and the Le St-Germain Suite Hotel as well as the Convention and Visitors Bureau. On June 17 he will be attending the MSAE Annual Meeting and Expo held in St. Paul.
5. Operational Report.

Facility Management Software: Bill advised that staff has viewed facility management software presentations by Event Pro and Ungerboeck Software International. Of the two software packages, Ungerboeck was selected. The goal is to be online by September 1, 2014. The Convention and Visitors Bureau will have access as a "view only" user. The software package includes booking events, event setup, inventory control, contracts, invoicing and various reporting options such as breakdown and analysis of event costs. The invoicing and financial components will interface with the new financial software that the City is currently purchasing.

Wi Fi Service: Currently the building is wireless and set up to service large conventions or events. iStyx Network will take over the wireless operation only and provide service to individuals. River's Edge will receive a commission based on advertising sales. Individuals desiring Wi Fi service at River's Edge can pay a nominal fee for 24 hours of internet use on one device.

The April monthly schedule was passed out for members' review.

Testing of LED lighting has started. Blake Redfield, Public Works, is conducting the testing and expects significant energy savings to be realized. One feature of the new lighting is that individual lights can be dimmed.

6. Bar Service Review. Tony had prepared and distributed a report on the Alcoholic Beverage Service currently in place at River's Edge. The report stated that the Holiday Inn currently is the liquor vendor for River's Edge and that the contract expires August 31, 2014. River's Edge currently receives a 35 percent commission from each event that the Holiday Inn caters liquor. The report included a financial analysis as well as a list of non-financial factors to consider. Members reviewed and discussed and agreed that a Request for Proposal (RFP) was the best course of action. Staffing, training and liquor control were some of the major headaches mentioned by members as to why River's Edge would want an outside liquor vendor as opposed to keeping in house. Scott Raden and Linda Feuling made a motion that an RFP be written and mailed to local liquor license vendors requesting a proposal be submitted to the City if interested. Motion carried unanimously. After proposals are received, there will be a review process and the top three vendors will be interviewed. Ultimately the matter will be presented to the City Council for final approval. Members also discussed some points that needed to be included in the RFP:

*If an approved caterer at River's Edge were to be awarded the liquor vendor contract, the catered food service and liquor service must be kept separate.

*Commission rate of 35 percent to remain the same.

*Liquor vendor will upgrade to accepting credit and debit cards.

*Table service will be required based on event size with the liquor caterer having the option to offer more service if it chooses to do so.

*The liquor vendor will be expected to be staffed adequately to check IDs in compliance with state laws and local ordinances.

*Dress code requirements including name tags.

7. Trampled by Turtles Concert Discussion. The concert was held March 29, 2014 at River's Edge and about 2500 people attended. It featured festival seating. Due to the mixed age event, a beer garden was required which may have hindered liquor sales. A revenue and expense worksheet was distributed and discussed.

8. Updates. Tabled.

9. Adjournment. Dan Barth moved to adjourn and Scott Raden seconded. Motion carried unanimously.