

**Mayo Civic Center Commission Meeting**  
**Wednesday, June 8 – 3:00 PM**  
**Mayo Civic Center Riverview Suite E**

- 3:00 PM A. Call to Order
- B. Approval of Agenda
- C. Open Comment Period
- This agenda section is for the purpose of allowing citizens to address the Commission. Comments are limited to 2 minutes per person, and total comment period shall be limited to 15 minutes. Any speakers not having the opportunity to be heard will be the first to present at the next Commission meeting.*
- 3:10 PM D. Consent Agenda
- a. Meeting Minutes
    - i. May 11, 2016
  - b. Monthly Financial Report
    - i. May 2016 Bills and Income Statement
  - c. Strategic Plan Goals Update
  - d. Construction Update
  - e. Sales Reports
- 3:20 PM E. Directors Report
- 3:25 PM F. New Business
- 3:30 PM G. Unfinished Business
- a. MCC Non-Profit/Charitable Facility Use Discount Policy Task Force Update
    - i. Request by RCVB to delay adoption until MCC Revenue Management Study is complete
  - b. MCC Revenue Task Force Update
    - i. Implementation of Approved Revenue Streams Fees and Charges
  - c. MCC Catering Committee Update
  - d. MCC Commission Secretary Update
- 4:15 PM H. Other Business
- 4:30 PM I. Adjournment

Next Meeting: Wednesday, July 13, 2016, 3:00 PM

**Mayo Civic Center Commission Meeting**  
**Wednesday, May 11, 2016 – 3:00 PM**  
**Mayo Civic Center Riverview Suite E**

**Attendees: Commission Members**

John Eischen, Jerrie Hayes, Heidi Mestad, Marv Mitchell, Dan Nelson, Michael Smith  
Absent: Teresa Chapman

**Other Attendees:**

Donna Drews (Mayo Civic Center (MCC)), Matt Esau (Rochester Convention and Visitors Bureau (RCVB)), Julie Gay (Freelance), Brad Jones (RCVB), Chad Koehler (Lancer Hospitality), Andy Krogstad (MCC), Jo Oeltjen (MCC), Pete Virnig (Lancer Hospitality)

A. Call to Order

Time 0:00

The meeting was called to order by Heidi Mestad, chair, at 3:00 PM.

B. Approval of Agenda

Time 0:07

Motion to approve the agenda was made by Jerrie Hayes, Second by Marv Mitchell. Motion was unanimously approved.

C. Open Comment Period

Time 0:17

No comments

D. Consent Agenda

Time 0:30

- a. Council Item Review
  - i. MCC Convention Center Change Order 8
- b. Meeting Minutes
  - i. April 13, 2016
- c. Monthly Financial Report
  - i. April 2016 Bills and Income Statement
- d. Strategic Plan Goals Update
- e. Construction Update
- f. Echoes of 9/11 – Request for Exception to Rental Rates

Motion to approve the consent agenda was made by Jerrie Hayes, Second by John Eischen. Motion was unanimously approved.

## E. Sales Report – Matt Esau, Rochester Convention &amp; Visitors Bureau

Time 2:17

Sales report meeting was held with John Eischen, Donna Drews, Andy Krogstad, Brad Jones and Matt Esau to talk about what would be focused on. The decision was made to utilize the sales report that comes from Ungerboeck and that the report will cover five years. The report will reflect the events that have a high probability of occurring through 2020. When comparing the graphs from December 2015 to today, “the needle is moving in the correct direction.” In the sales report process, Matt will focus on that the sales staff has done the last month. Commissioners reviewed the tabular form of the sales report. The graphic report is a 50,000 foot view, and the tabular format is a 30,000 foot view. Andy Krogstad and Matt Esau are working on the snapshots collaboratively. Matt Esau talked about how their new business development is paying dividends. Matt talked about some of the conventions that have booked, site visits that have been scheduled, some of the bids and leads they have. He reported that, in some instances, there are not enough downtown hotel rooms available. Strengthening the relationships with the hotels that are not downtown is critical.

## F. Directors Report

Time 33:19

April was by far one of our busiest months so far this year. The Mayo Brothers statue is still being refurbished. It looks like it may come to Mayo Park sometime in July of 2016. We are continuing to work on getting entertainment booked.

## G. New Business

Time 38:57

## a. 2017 New Employee Requests

In the process of working with the department heads (six permanent, full-time employees: two custodians, one maintenance person, one IT person, one administrative assistant and one accounting person). We are working to fill the event coordinator position, Matt’s previous position. The additional approved positions in July and in October will also be worked on. The City Council presentation for new employee requests will be June 13.

## b. MCC Commission Secretary

Marv Mitchell has been vice president and interim secretary on the Mayo Civic Center Commission. The Commissioners recommended we ask Commissioner Teresa Chapman if she would consider the role of secretary for the remainder of the year. Marv Mitchell will continue his role as interim secretary until a new secretary is identified.

**ACTION: Heidi Mestad will contact Teresa Chapman regarding the role of Mayo Civic Center Commission secretary.**

## c. MCC Catering Committee

Task forces and committees were discussed. A task force has a specific goal(s) and a completion date; committees are on-going. Motion to re-characterize the MCCC Catering from a task force to a committee was made by Jerrie Hayes, Second by John Eischen. Motion Approved. Commission members on the Catering Committee are Jerrie Hayes, Marv Mitchell and Dan Nelson. Dan Nelson made a suggestion to include Food and Beverage in the committee responsibilities. The friendly amendment was accepted to include Food and Beverage in the committee name. Committee’s tasks include: defining the committee’s goal(s), setting a meeting schedule, letting the caterers know there is this committee and who the point of contact is for any concerns the caterers may have. A report was requested on the information at the next Commission meeting. Each committee decides their chair.

Chapter 19C, Subd. 7: Mayo Civic Center Commission Ordinance

“The Commission shall have the power to designate and appoint from its members various committees. The Commission shall make such rules as it may deem advisable and necessary for the conduct of its affairs and for the purpose of carrying out the intent of this chapter.”

**ACTION: Catering/Food and Beverage Committee define the committee’s goal(s), set a meeting schedule, let the caterers know there is this committee and who the point of contact is for any concerns the caterers may have. A report was requested on the information at the next Commission meeting.**

- Committees: Executive Committee
- Finance Committee
- Catering/Food and Beverage Committee
- Task Forces: Art Committee Task Force
- Non-Profit/Charitable Organization Policy Task Force
- Revenue Opportunities Committee

H. Unfinished Business

Time 58:37

- a. MCC Convention Center Art Committee – Artist Selection Update – Marv Mitchell  
This is a task force. Discussion on the status of the selection process. Finalists selected from over 90 submissions. There are 3 finalists. The task force is meeting on June 22 with the artists, after which the task force will come to the Mayo Civic Center Commission with their recommendations.
- b. MCC Non-Profit Committee Update  
This is a task force. Discussion on the information discovered on each of the four goals of the task force. Goals: Conduct input session, discuss why we are looking at this issue, develop a proposed policy/procedures, and look at the community for duplication. Looked at places for duplication and as to what their policies/procedures are – we looked at the Library, the parks and the Rec. Center; also looked regionally and nationally. Five reasons to have a policy/procedures: need for a policy to guide the RCVB when booking events, forego losing money on charitable events, uniform policy and procedures, something in place to acknowledge that non-profits do have a different financial reality and we want to have a transparent process for everybody that participates. Reviewed the proposed Mayo Civic Center Use Discount Policy. Reviewed the proposed Application for Mayo Civic Center Request for Discount form – this application would be used when a non-profit group would like to applying for additional discount above and beyond the discounts identified in the Mayo Civic Center Use Discount Policy. Application for a meeting – within 60 days of the meeting. Application for an event – within 90 days of the event. Community Input Session scheduled May 26, **RESCHEDULED** to June 2 from 6:30 – 8:00 PM. Motion to table this until after the community input session.

**ACTION: Community Input Session rescheduled to June 2 from 6:30 to 8:00 PM.**

- c. MCC Finance Committee Update  
This is a Committee, not a task force.
- d. MCC Revenue Opportunities Committee – Naming Rights & Sponsorship Update  
This is a task force. Motion to approve revenue opportunity increases (show decorator commission, audio-visual commission, ticket facility fee, existing facility rental rates and charge for use of all equipment) to generate additional MCC revenues was made by Jerrie Hayes, Second by Dan Nelson.

Yes votes by Jerrie Hayes, Heidi Mestad, Dan Nelson and Michael Smith. John Eischen and Marv Mitchell abstained from voting. Motion approved.

I. Other Business  
No Other Business

J. Adjournment  
Time 1:55:37

Motion was made to adjourn the meeting by Jerrie Hayes, Second by John Eischen. Meeting adjourned at 4:56 PM.

Next Meeting: Wednesday, June 8, 2016 at 3:00 PM

**Mayo Civic Center  
Payments for Operations By Department  
5/1/2016 - 5/31/2016**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
05/02/2016	Wells Fargo Bank	SquareTrade 3yr Protect Plan	Ofc Furniture & Equip (non FA)	4.18
05/02/2016	Wells Fargo Bank	SharpEL2630PIII StdFunctCalc	Ofc Furniture & Equip (non FA)	72.10
05/02/2016	Wells Fargo Bank	Toner	Office Supplies	40.00
05/02/2016	Wells Fargo Bank	Toner	Office Supplies	1,157.80
05/02/2016	Wells Fargo Bank	Cell Phones Feb 22-Mar 21	Cellular phone charges	40.01
05/04/2016	Beckleys Inc	Office Supplies	Office Supplies	96.87
05/04/2016	Culligan of Rochester	Cooler Rental	Equipment Rent	15.00
05/19/2016	A+ Imaging Systems Inc	Copier/Copy Charges	Ofc Equip Contr Mtce & Repair	11.34
05/19/2016	Beckleys Inc	Office Supplies	Office Supplies	69.80
05/20/2016	Olm Co Telecomm-Finance Dept 5071112144 APR WATS		Telephone/Fax/Computer line	14.38
05/20/2016	Olm Co Telecomm-Finance Dept 5071112145 APR WATS		Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5071112146 APR WATS		Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5071112147 APR WATS		Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5071112148 APR WATS		Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5071112149 APR WATS		Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5071112150 APR WATS		Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5071112151 APR WATS		Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5071112152 APR WATS		Telephone/Fax/Computer line	7.00
05/20/2016	Olm Co Telecomm-Finance Dept 5072816277 APR WATS		Telephone/Fax/Computer line	37.09
05/20/2016	Olm Co Telecomm-Finance Dept 5073282120 APR WATS		Telephone/Fax/Computer line	16.15
05/20/2016	Olm Co Telecomm-Finance Dept 5073282121 APR WATS		Telephone/Fax/Computer line	45.42
05/20/2016	Olm Co Telecomm-Finance Dept 5073282137 APR WATS		Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282133 APR WATS		Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282145 APR WATS		Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282220 APR WATS		Telephone/Fax/Computer line	84.82
05/20/2016	Olm Co Telecomm-Finance Dept 5073282125 APR WATS		Telephone/Fax/Computer line	28.24
05/25/2016	Wells Fargo Bank	Cell Phones Mar 22 - Apr 21	Cellular phone charges	40.01
05/27/2016	Beckleys Inc	Office Supplies	Office Supplies	21.76
<b>MCC Administration</b>				<b>1,941.97</b>
05/19/2016	A+ Imaging Systems Inc	Copier/Copy Charges	Ofc Equip Contr Mtce & Repair	11.33
05/20/2016	Olm Co Telecomm-Finance Dept 5073282127 APR WATS		Telephone/Fax/Computer line	18.94
05/20/2016	Olm Co Telecomm-Finance Dept 5073282134 APR WATS		Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282135 APR WATS		Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282222 APR WATS		Telephone/Fax/Computer line	23.84
05/25/2016	Wells Fargo Bank	Toner	Office Supplies	58.50
<b>MCC Box Office</b>				<b>140.61</b>
05/02/2016	Dalco Corp	Drain Hose	Building/Grounds Mtce Supplies	58.90
05/02/2016	Dalco Corp	Tissue/Towel	Building/Grounds Mtce Supplies	2,161.60
05/02/2016	Dalco Corp	Cleaners	Building/Grounds Mtce Supplies	1,349.75
05/02/2016	Dalco Corp	Foam Wash	Building/Grounds Mtce Supplies	463.12
05/02/2016	Wells Fargo Bank	Cell Phones Feb 22-Mar 21	Cellular phone charges	93.96
05/02/2016	Wells Fargo Bank	Hubbell 60A Receptacle	Building/Grounds Mtce Supplies	240.00
05/02/2016	Wells Fargo Bank	Toner	Office Supplies	822.00
05/04/2016	All Pest Exterminating LLC	Pest Control - April 2016	Other Expert & Professnl Srvc	104.00

**Mayo Civic Center  
Payments for Operations By Department  
5/1/2016 - 5/31/2016**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
05/04/2016	Arnold's Supply & Kleenit Co	Liners	Building/Grounds Mtce Supplies	345.00
05/04/2016	Arnold's Supply & Kleenit Co	Clorox Cleanup	Building/Grounds Mtce Supplies	106.00
05/04/2016	Arnold's Supply & Kleenit Co	Vendor W/25 Coin Release	Equipment (not capitalized)	550.00
05/04/2016	G & K Services Inc	Uniforms	Clothing/Uniforms	335.36
05/04/2016	Intl Chemtex Corporation	Cooling Tower Treatment	Chemicals and Fertilizers	2,347.68
05/04/2016	Waste Management Inc	202-0057755 Recycling	Rubbish&Brush	95.42
05/06/2016	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	2,070.52
05/06/2016	Menards Inc - South	Light Bulbs/Mayo Portrait	Building/Grounds Mtce Supplies	7.96
05/09/2016	Roch Public Utilities-Electric	300000513099@30SE2Av	Electricity	40,147.58
05/09/2016	Roch Public Utilities-Electric	300000513099@30SE2Av	Water	87.85
05/09/2016	Roch Public Utilities-Electric	300000513099@30SE2Av	Water	447.50
05/09/2016	Roch Public Utilities-Electric	300000513099@30SE2Av	Sanitary Sewer	1,334.15
05/09/2016	Roch Public Utilities-Electric	300000513099@30SE2Av	Storm Water	280.30
05/09/2016	Roch Public Utilities-Electric	300000513099@30SE2Av	Water	85.03
05/09/2016	Roch Public Utilities-Electric	300000513099@30SE2Av	Sanitary Sewer	15.00
05/10/2016	Cintas Corporation 2	First Aid Supplies	First Aid supplies	143.69
05/10/2016	Cintas Corporation 2	Service Charge	Other Expert & Professnl Srvc	11.95
05/10/2016	DMC Plumbing & Heating Inc.	Attic Leak Repair - P Hall	Bldg & Grnds Contr Mtce & Rpr	847.31
05/10/2016	DMC Plumbing & Heating Inc.	Mech Rm Pipe Leak Repairs	Bldg & Grnds Contr Mtce & Rpr	2,252.04
05/10/2016	G & K Services Inc	Uniforms	Clothing/Uniforms	335.36
05/12/2016	Arnold's Supply & Kleenit Co	Minuteman 747 Battery/Chg	Equipment (not capitalized)	7,110.00
05/12/2016	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	1,835.94
05/12/2016	Premier Security Inc	Alarm Response Jan - Apr 2016	Security Services	217.00
05/12/2016	WHV Inc	Averaging Sensor	Parts for Equipment	119.75
05/19/2016	A+ Imaging Systems Inc	Copier/Copy Charges	Ofc Equip Contr Mtce & Repair	11.33
05/19/2016	MN Energy Resources Corp	Natural Gas 1/15 to 2/17	Natural Gas	343.86
05/19/2016	MN Energy Resources Corp	Natural Gas 2/22 to 3/8	Natural Gas	16.26
05/20/2016	Arnold's Supply & Kleenit Co	Liners	Building/Grounds Mtce Supplies	115.00
05/20/2016	Dalco Corp	Gloves	Building/Grounds Mtce Supplies	51.84
05/20/2016	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	1,659.08
05/20/2016	Ferrellgas	LP for Fork Truck	Gasoline and Vehicle LP	20.00
05/20/2016	Ferrellgas	LP For Fork Trucks	Gasoline and Vehicle LP	40.00
05/20/2016	Ferrellgas	LP For Fork Trucks	Gasoline and Vehicle LP	20.00
05/20/2016	Ferrellgas	LP For Fork Trucks	Gasoline and Vehicle LP	20.00
05/20/2016	Ferrellgas	LP For Fork Trucks	Gasoline and Vehicle LP	40.00
05/20/2016	Ferrellgas	LP For Fork Trucks	Gasoline and Vehicle LP	20.00
05/20/2016	G & K Services Inc	Uniforms	Clothing/Uniforms	367.26
05/20/2016	Olm Co Solid Waste Utilities	Steam April 2016	Steam Heat	19,193.91
05/20/2016	Olm Co Telecomm-Finance Dept 5073282124 APR WATS		Telephone/Fax/Computer line	15.42
05/20/2016	Olm Co Telecomm-Finance Dept 5073282126 APR WATS		Telephone/Fax/Computer line	14.29
05/20/2016	Olm Co Telecomm-Finance Dept 5075294972 APR WATS		Telephone/Fax/Computer line	36.75
05/20/2016	Olm Co Telecomm-Finance Dept 5075294973 APR WATS		Telephone/Fax/Computer line	36.75
05/20/2016	Olm Co Telecomm-Finance Dept 5075294974 APR WATS		Telephone/Fax/Computer line	36.75
05/20/2016	Olm Co Telecomm-Finance Dept 5075294968 APR WATS		Telephone/Fax/Computer line	36.75
05/20/2016	Olm Co Telecomm-Finance Dept 5075294969 APR WATS		Telephone/Fax/Computer line	36.75
05/20/2016	Olm Co Telecomm-Finance Dept 5075294970 APR WATS		Telephone/Fax/Computer line	36.75

**Mayo Civic Center  
Payments for Operations By Department  
5/1/2016 - 5/31/2016**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
05/20/2016	Olm Co Telecomm-Finance Dept	5073282129 APR WATS	Telephone/Fax/Computer line	15.20
05/20/2016	Olm Co Telecomm-Finance Dept	5073282130 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282131 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282132 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282136 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282138 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282139 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282140 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282141 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282142 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282143 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282144 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282154 APR WATS	Telephone/Fax/Computer line	14.00
05/24/2016	Dalco Corp	RM SS/Black Smoking	Equipment (not capitalized)	1,475.22
05/24/2016	Dalco Corp	Actuator	Vehicle/Mach Parts & Supplies	231.90
05/24/2016	Express Personnel Services Inc	Post Event Cleanup	Other Expert & Professnl Srvc	2,470.50
05/24/2016	Express Personnel Services Inc	General Custodial	Other Expert & Professnl Srvc	2,580.71
05/24/2016	G & K Services Inc	Uniforms	Clothing/Uniforms	367.26
05/24/2016	Napa Auto Parts of Roch Inc	Super Cleaner Degreaser	Chemicals and Fertilizers	98.32
05/24/2016	Schumacher Elevator Inc	Sched Elev Maint May 2016	Bldg & Grnds Contr Mtce & Rpr	431.73
05/25/2016	Wells Fargo Bank	Toner	Office Supplies	163.60
05/25/2016	Wells Fargo Bank	Cell Phones Mar 22 - Apr 21	Cellular phone charges	93.93
<b>MCC Building Operations</b>				<b>96,686.84</b>
05/02/2016	Wells Fargo Bank	EAMConf/Nashville/Jun1-	Travel and training	499.00
05/19/2016	A+ Imaging Systems Inc	Copier/Copy Charges	Ofc Equip Contr Mtce & Repair	11.33
05/19/2016	Post Bulletin Co	Advertising and Promo	Advertising and Promotion	409.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282122 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282123 APR WATS	Telephone/Fax/Computer line	16.93
<b>MCC Sales &amp; Marketing</b>				<b>950.26</b>
05/02/2016	Safeguard Business Systems	Uniforms	Clothing/Uniforms	875.76
05/02/2016	Wells Fargo Bank	POS Thermal Paper	Office Supplies	108.54
05/02/2016	Wells Fargo Bank	Toner	Office Supplies	62.00
05/04/2016	Ameripride Services	Chef Coats	Clothing/Uniforms	6.59
05/04/2016	Ameripride Services	Towels	Laundry & Linen	11.49
05/04/2016	Ameripride Services	Mats	Laundry & Linen	6.26
05/04/2016	Berry Coffee Company	Product for Resale	Non-alcoholic Beverages-Resale	278.00
05/04/2016	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	16.13
05/04/2016	Northern Beverage Distributing	Product for Resale	Alcoholic Beverages for Resale	907.70
05/04/2016	TEC Industrial Inc	Walk In Cooler Motor	Parts for Equipment	83.88
05/04/2016	US Foods, Inc.	Product for Resale	Food Products for Resale	564.55
05/04/2016	US Foods, Inc.	Supplies	Other Supplies	180.11
05/04/2016	US Foods, Inc.	Supplies	Other Supplies	61.81
05/06/2016	Total Restaurant Supply Co Inc	Supplies	Building/Grounds Mtce Supplies	28.34
05/06/2016	US Foods, Inc.	Supplies	Other Supplies	224.65



**Mayo Civic Center  
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<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
05/06/2016	US Foods, Inc.	Cutlery	Equipment (not capitalized)	67.78
05/10/2016	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	134.38
05/10/2016	Hy-Vee, Inc.	Product for Resale	Non-alcoholic Beverages-Resale	29.95
05/10/2016	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	26.80
05/10/2016	Northern Beverage Distributing	Product for Resale	Alcoholic Beverages for Resale	278.20
05/10/2016	US Foods, Inc.	Product for Resale	Food Products for Resale	633.39
05/10/2016	US Foods, Inc.	Product for Resale	Non-alcoholic Beverages-Resale	21.26
05/10/2016	US Foods, Inc.	Product for Resale	Food Products for Resale	744.50
05/10/2016	US Foods, Inc.	Supplies	Other Supplies	36.52
05/12/2016	Ameripride Services	Chef Coats	Clothing/Uniforms	7.09
05/12/2016	Ameripride Services	Towels	Laundry & Linen	26.97
05/12/2016	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	54.47
05/12/2016	Total Restaurant Supply Co Inc	Caster Wheels SS Tables	Parts for Equipment	400.00
05/19/2016	A+ Imaging Systems Inc	Copier/Copy Charges	Ofc Equip Contr Mtce & Repair	11.33
05/19/2016	US Foods, Inc.	Product for Resale	Food Products for Resale	492.16
05/19/2016	US Foods, Inc.	Supplies	Other Supplies	95.20
05/20/2016	Ameripride Services	Chef Coats	Clothing/Uniforms	8.76
05/20/2016	Ameripride Services	Towels	Laundry & Linen	36.11
05/20/2016	Hy-Vee, Inc.	Product for Resale	Food Products for Resale	45.80
05/20/2016	Olm Co Telecomm-Finance Dept	5073282172 APR WATS	Telephone/Fax/Computer line	20.98
05/20/2016	Olm Co Telecomm-Finance Dept	5073282173 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282174 APR WATS	Telephone/Fax/Computer line	14.00
05/25/2016	Ameripride Services	Chef Coat	Clothing/Uniforms	8.76
05/25/2016	Ameripride Services	Towels	Laundry & Linen	13.65
05/26/2016	US Foods, Inc.	Product for Resale	Food Products for Resale	551.47
05/27/2016	US Foods, Inc.	Product for Resale	Food Products for Resale	369.98
	<b>MCC Food &amp; Beverage</b>			<b>7,559.32</b>
05/02/2016	Wells Fargo Bank	Monthly Trans Fee Mar 2016	Credit Card Percentage Fee	59.95
05/02/2016	Wells Fargo Bank	Single 30-Day Job Posting Pkg	Advertising for Personnel	250.00
05/02/2016	Wells Fargo Bank	Prepaid Postage	Postage	32.25
05/02/2016	Wells Fargo Bank	Repaired Power Supply	Misc Equip Contr Mtce & Repair	93.95
05/04/2016	Ameripride Services	Linens	Laundry & Linen	12.42
05/04/2016	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	212.84
05/06/2016	Allied Arts Inc	Piano Tuning-SE MN Synod	Other Expert & Professnl Srvc	85.00
05/06/2016	AVVR Inc.	Equipment Rental	Audiovisual Equipment Rental	385.00
05/06/2016	AVVR Inc.	Equipment Rental	Audiovisual Equipment Rental	385.00
05/06/2016	Express Personnel Services Inc	Post Event Cleanup	Other Expert & Professnl Srvc	1,497.55
05/06/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	195.36
05/06/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	497.28
05/06/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	142.45
05/10/2016	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	212.84
05/11/2016	Post Bulletin Co	EventCoordinator/MCC	Advertising for Personnel	52.43
05/12/2016	Ameripride Services	Linens	Laundry & Linen	12.93
05/12/2016	Charter Communications LLC	Internet	Telephone/Fax/Computer line	1,320.00
05/12/2016	Charter Communications LLC	HD Boxes	Equipment Rent	40.15

**Mayo Civic Center  
Payments for Operations By Department  
5/1/2016 - 5/31/2016**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
05/12/2016	Employer Solutions Staffing	Post Event Cleanup NYWA	Other Expert & Professnl Srvc	309.32
05/12/2016	Express Personnel Services Inc	Post Event Cleanup	Other Expert & Professnl Srvc	687.99
05/12/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	284.16
05/12/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Srvc	142.08
05/16/2016	LSQ Funding Group, LLC	Post Event Cleanup NYWA	Other Expert & Professnl Srvc	(309.32)
05/19/2016	A+ Imaging Systems Inc	Copier/Copy Charges	Ofc Equip Contr Mtce & Repair	11.33
05/19/2016	Carlson Bryon DBA Mid America	Drape	Equipment Rent	100.00
05/20/2016	Ameripride Services	Linens	Laundry & Linen	14.59
05/20/2016	AVVR Inc.	Equipment Rental - May 2016	Audiovisual Equipment Rental	7,984.50
05/20/2016	Express Personnel Services Inc	Post Event Cleanup	Other Expert & Professnl Srvc	1,903.01
05/20/2016	Express Personnel Services Inc	Restroom Attendants	Other Expert & Professnl Srvc	88.80
05/20/2016	Express Personnel Services Inc	Restroom Attendants	Other Expert & Professnl Srvc	284.16
05/20/2016	Express Personnel Services Inc	Restroom Attendants	Other Expert & Professnl Srvc	155.40
05/20/2016	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	212.84
05/20/2016	Olm Co Telecomm-Finance Dept 5075294971	APR WATS	Telephone/Fax/Computer line	36.75
05/20/2016	Olm Co Telecomm-Finance Dept 5075294851	APR WATS	Telephone/Fax/Computer line	36.75
05/20/2016	Olm Co Telecomm-Finance Dept 5075294853	APR WATS	Telephone/Fax/Computer line	36.75
05/20/2016	Olm Co Telecomm-Finance Dept 5075294857	APR WATS	Telephone/Fax/Computer line	36.75
05/20/2016	Olm Co Telecomm-Finance Dept 5073282181	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282182	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282183	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282184	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282185	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282186	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282187	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282188	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282189	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282190	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282191	APR WATS	Telephone/Fax/Computer line	18.47
05/20/2016	Olm Co Telecomm-Finance Dept 5073282192	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282193	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282194	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282195	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282196	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282197	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282198	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282199	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282212	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5072877991	APR WATS	Telephone/Fax/Computer line	36.75
05/20/2016	Olm Co Telecomm-Finance Dept 5072877992	APR WATS	Telephone/Fax/Computer line	36.75
05/20/2016	Olm Co Telecomm-Finance Dept 5072877993	APR WATS	Telephone/Fax/Computer line	36.75
05/20/2016	Olm Co Telecomm-Finance Dept 5073282155	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282156	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282157	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282158	APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept 5073282159	APR WATS	Telephone/Fax/Computer line	14.00

**Mayo Civic Center  
 Payments for Operations By Department  
 5/1/2016 - 5/31/2016**

<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
05/20/2016	Olm Co Telecomm-Finance Dept	5073282160 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282161 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282162 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282163 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282164 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282165 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282166 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282167 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282168 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282169 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282170 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282171 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282151 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282152 APR WATS	Telephone/Fax/Computer line	14.00
05/20/2016	Olm Co Telecomm-Finance Dept	5073282153 APR WATS	Telephone/Fax/Computer line	14.00
05/24/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Svc	106.56
05/24/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Svc	106.56
05/24/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Svc	337.44
05/24/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Svc	301.92
05/24/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Svc	53.28
05/24/2016	Express Personnel Services Inc	Restroom Attendant	Other Expert & Professnl Svc	71.04
05/24/2016	G & K Services Inc	Stagehand Uniforms	Clothing/Uniforms	212.84
05/25/2016	Ameripride Services	Linens	Laundry & Linen	232.99
05/25/2016	Wells Fargo Bank	Monthly Trans Fee April 2016	Credit Card Percentage Fee	59.95
	<b>MCC Events</b>			<b>19,660.56</b>
	<b>Total All Departments</b>			<b>\$ 126,939.56</b>

**Mayo Civic Center  
Payments for Capital Improvements  
5/1/2016 - 5/31/2016**

<u>Proj Id</u>	<u>Post Date</u>	<u>Payee</u>	<u>Purchase or Service Description</u>	<u>GL Account Description</u>	<u>Amount</u>
3513	05/20/2016	Fleming Bros Construction Inc	Caulking	Bldg & Grnds Contr Mtce	4,245.00
<b>3513</b>					<b>4,245.00</b>
3541	05/10/2016	CDW Government Inc	Startech Wall Mnt Bracket	Equipment (not capitalized)	58.85
3541	05/10/2016	Conference Calling	Conf Call Service-Art Meeting	Telephone/Fax/Computr line	3.16
3541	05/16/2016	Knutson Construction Co Inc	Conv Ctr Expansion Pay App	Contractual New Construction	2,635,604.51
3541	05/16/2016	Knutson Construction Co Inc	Conv Ctr Expansion Pay App	Other Construction Materials	2,428,279.00
3541	05/16/2016	TSP Inc	A&E Services - Expansion	Eng & Architectural Consultant	55,168.23
3541	05/19/2016	A+ Imaging Systems Inc	Copier/Copy Charges	Ofc Equip Contr Mtce & Repair	75.00
3541	05/24/2016	CPMI Inc	Owner's Representative Service	Other Expert & Professnl Srvcs	30,108.38
3541	05/25/2016	Wells Fargo Bank	Conference Call	Telephone/Fax/Computr line	3.56
3541	05/25/2016	Wells Fargo Bank	Conference Call	Telephone/Fax/Computr line	3.16
<b>3541</b>					<b>5,149,303.85</b>
<b>Total</b>					<b>5,153,548.85</b>

**Mayo Civic Center**  
**Income Statement Summary By Department**  
**For the 1 Month and 5 Months Ended May 31, 2016**

	Period to Date					Year to Date					Annual			
	Budget	Actual	Actual Variance with Budget		Prior Year Actual	Budget	Actual	Actual Variance with Budget		Prior Year Actual	Budget	Actual	Remaining Budget	Percent of Budget
			Amount	Percent				Amount	Percent					
<b>Revenues</b>														
Administration	\$ 4,899	\$ 4,692	\$ (207)	-4.2%	\$ 4,611	\$ 23,671	\$ 22,831	\$ (840)	-3.5%	\$ 23,171	\$ 57,889	\$ 22,831	\$ 35,058	39.4%
Sales and Marketing		177	177			500	1,602	1,102	220.4%	2,703	1,250	1,602	(352)	128.2%
Box Office	12,900	13,075	175	1.4%	4,932	69,102	56,829	(12,273)	-17.8%	48,953	164,750	56,829	107,921	34.5%
Facility Operations														
Event Operations	49,660	78,639	28,979	58.4%	58,095	265,517	348,251	82,734	31.2%	276,162	790,800	348,251	442,549	44.0%
Space Rental	45,417	60,720	15,303	33.7%	63,235	312,668	361,353	48,685	15.6%	349,356	910,000	361,353	548,647	39.7%
Food and Beverage	30,634	36,312	5,678	18.5%	51,462	399,253	416,715	17,462	4.4%	352,208	718,150	416,715	301,435	58.0%
<b>Total Revenues</b>	<b>143,510</b>	<b>193,615</b>	<b>50,105</b>	<b>34.9%</b>	<b>182,336</b>	<b>1,070,711</b>	<b>1,207,582</b>	<b>136,871</b>	<b>12.8%</b>	<b>1,052,552</b>	<b>2,642,839</b>	<b>1,207,582</b>	<b>1,435,257</b>	<b>45.7%</b>
<b>Expenditures</b>														
Administration	29,801	38,575	8,774	29.4%	30,346	157,087	189,361	32,274	20.5%	150,784	409,641	189,361	220,280	46.2%
Sales and Marketing	18,382	7,973	(10,409)	-56.6%	14,776	91,557	56,021	(35,536)	-38.8%	76,304	232,979	56,021	176,958	24.0%
Box Office	12,556	9,432	(3,124)	-24.9%	11,060	65,422	67,134	1,712	2.6%	68,563	167,095	67,134	99,961	40.2%
Facility Operations	141,446	158,838	17,392	12.3%	115,369	698,932	736,223	37,291	5.3%	584,375	1,828,596	736,223	1,092,373	40.3%
Event Operations	65,906	55,537	(10,369)	-15.7%	47,974	283,038	285,421	2,383	0.8%	262,563	796,704	285,421	511,283	35.8%
Space Rental														
Food and Beverage	38,463	12,600	(25,863)	-67.2%	36,289	306,542	224,296	(82,246)	-26.8%	235,787	621,973	224,296	397,677	36.1%
<b>Total Expenditures</b>	<b>306,554</b>	<b>282,956</b>	<b>(23,598)</b>	<b>-7.7%</b>	<b>255,814</b>	<b>1,602,578</b>	<b>1,558,455</b>	<b>(44,123)</b>	<b>-2.8%</b>	<b>1,378,377</b>	<b>4,056,988</b>	<b>1,558,455</b>	<b>2,498,533</b>	<b>38.4%</b>
<b>Excess (Deficiency) of Revenues Over Expenditures</b>	<b>(163,044)</b>	<b>(89,340)</b>	<b>73,704</b>	<b>-45.2%</b>	<b>(73,478)</b>	<b>(531,867)</b>	<b>(350,874)</b>	<b>180,993</b>	<b>-34.0%</b>	<b>(325,825)</b>	<b>(1,414,149)</b>	<b>(350,874)</b>	<b>(1,063,275)</b>	<b>24.8%</b>
<b>Other Financing Sources (Uses)</b>														
Lodging Tax Investment	79,279	158,357	79,078	99.7%	87,538	152,460	310,783	158,323	103.8%	171,938	1,463,616	310,783	1,152,833	21.2%
Other State Aids							2,290	2,290		2,290	4,580	2,290	2,290	50.0%
Interest	(207)	(26)	181	-87.3%	(252)	(815)	1,851	2,666	-327.1%	(877)	(2,250)	1,851	(4,101)	-82.2%
<b>Total Other Financing Sources (Uses)</b>	<b>79,072</b>	<b>158,330</b>	<b>79,258</b>	<b>100.2%</b>	<b>87,286</b>	<b>151,645</b>	<b>314,924</b>	<b>163,279</b>	<b>107.7%</b>	<b>173,352</b>	<b>1,465,946</b>	<b>314,924</b>	<b>1,151,022</b>	<b>21.5%</b>
<b>Gain (Loss) before Transfers</b>	<b>(83,972)</b>	<b>68,990</b>	<b>152,962</b>	<b>-182.2%</b>	<b>13,808</b>	<b>(380,222)</b>	<b>(35,950)</b>	<b>344,272</b>	<b>-90.5%</b>	<b>(152,473)</b>	<b>51,797</b>	<b>(35,950)</b>	<b>87,747</b>	<b>-69.4%</b>
<b>Operating Transfers In (Out)</b>							<b>(15,169)</b>	<b>(15,169)</b>		<b>(15,169)</b>	<b>(41,402)</b>	<b>(15,169)</b>	<b>(26,233)</b>	<b>36.6%</b>
<b>Net Gain (Loss)</b>	<b>\$ (83,972)</b>	<b>\$ 68,990</b>	<b>\$ 152,962</b>	<b>-182.2%</b>	<b>\$ 13,808</b>	<b>\$ (380,222)</b>	<b>\$ (51,119)</b>	<b>\$ 329,103</b>	<b>-86.6%</b>	<b>\$ (167,642)</b>	<b>\$ 10,395</b>	<b>\$ (51,119)</b>	<b>\$ 61,514</b>	

**Mayo Civic Center**  
**Revenue & Expense Summary By Department**

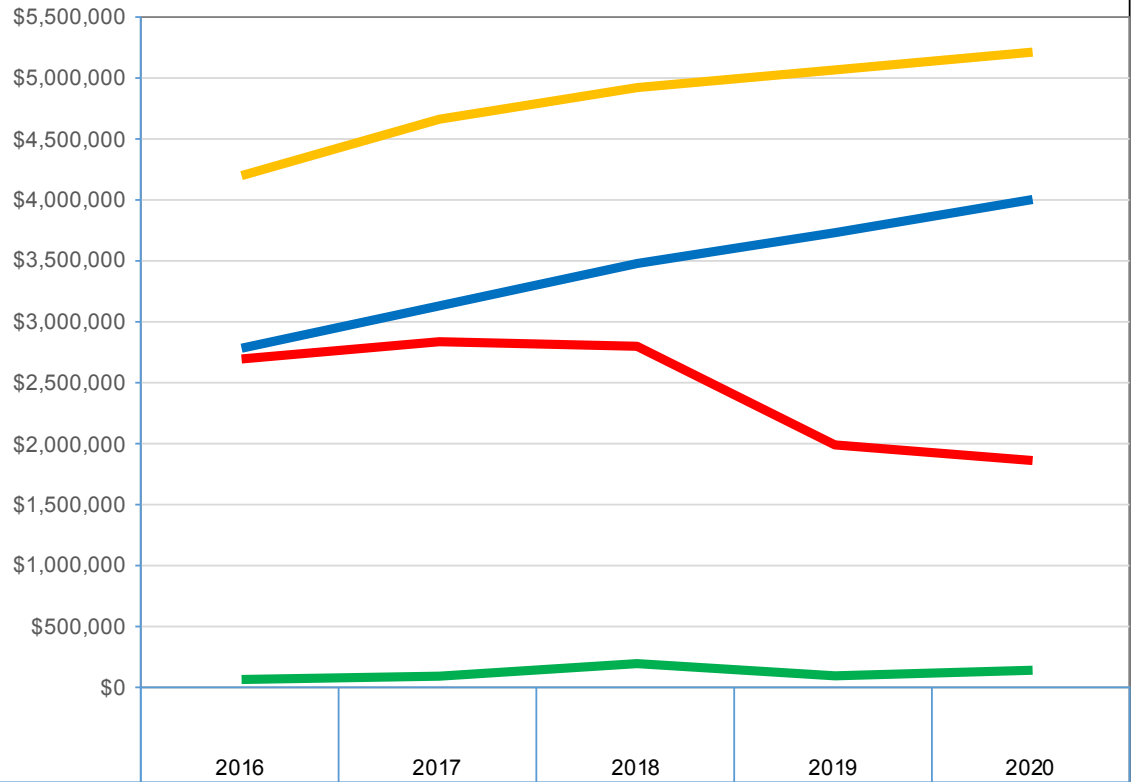
**For the 5 Months Ended May 31**

	2016	2015	YTY Variance	
			Amount	Percent
<b>Revenues</b>				
Administration	\$ 22,831	\$ 23,171	\$ (339)	-1.5%
Sales and Marketing	1,602	2,703	(1,100)	-40.7%
Box Office	56,829	48,953	7,876	16.1%
Facility Operations				
Event Operations	348,251	276,162	72,089	26.1%
Space Rental	361,353	349,356	11,997	3.4%
Food and Beverage	416,715	352,208	64,507	18.3%
Total Revenues	<u>1,207,582</u>	<u>1,052,552</u>	<u>155,029</u>	<u>14.7%</u>
<b>Expenditures</b>				
Administration	189,361	150,784	38,576	25.6%
Sales and Marketing	56,021	76,304	(20,283)	-26.6%
Box Office	67,134	68,563	(1,429)	-2.1%
Facility Operations	736,223	584,375	151,848	26.0%
Event Operations	285,421	262,563	22,858	8.7%
Space Rental				
Food and Beverage	224,296	235,787	(11,491)	-4.9%
Total Expenditures	<u>1,558,455</u>	<u>1,378,377</u>	<u>180,078</u>	<u>13.1%</u>
<b>Excess (Deficiency) of Revenues</b>				
Over Expenditures	(350,874)	(325,825)	(25,049)	7.7%
<b>Other Financing Sources (Uses)</b>				
Lodging Tax Investment	310,783	171,938	138,845	81%
Other State Aids	2,290	2,290		0%
Interest	1,851	(877)	2,727	-311%
Total Other Financing Sources (Uses)	<u>314,924</u>	<u>173,352</u>	<u>141,572</u>	<u>81.7%</u>
Gain (Loss) before Transfers	(35,950)	(152,473)	116,523	-76.4%
Operating Transfers In (Out)	(15,169)	(15,169)		0.0%
Net Gain (Loss)	<u>\$ (51,119)</u>	<u>\$ (167,642)</u>	<u>\$ 116,523</u>	<u>-69.5%</u>

## Mayo Civic Center Sales Revenue Forecast & Long Range Budget Projections Summary As of May 31, 2016

Event Year	Revenue			Expense	Net Income	Monthly Activity
	Total Forecast	Budget Projection	Revenue Needed to Meet Projection	Budget Projection	Net Operating Income Before Lodging Tax Investment & State Aid	Confirmed & Proposed Revenue on Calendar *
2016	2,695,625	2,782,843	87,218	4,198,976	(1,503,351)	65,189
2017	2,836,689	3,130,269	293,579	4,662,293	(1,825,604)	92,154
2018	2,799,006	3,478,646	679,640	4,921,555	(2,122,549)	195,676
2019	1,989,451	3,731,062	1,741,610	5,066,309	(3,076,858)	94,779
2020	1,861,529	4,003,458	2,141,929	5,213,056	(3,351,527)	141,144
	12,182,301	17,126,277	4,943,976	24,062,188	(11,879,887)	588,942

### Mayo Civic Center Sales Revenue Forecast & Long Range Budget Projections As of May 31, 2016



	2016	2017	2018	2019	2020
Expense Budget Projection	4,198,976	4,662,293	4,921,555	5,066,309	5,213,056
Revenue Budget Projection	2,782,843	3,130,269	3,478,646	3,731,062	4,003,458
Total Forecast Revenue	2,695,625	2,836,689	2,799,006	1,989,451	1,861,529
Revenue Needed to Meet Projection	87,218	293,579	679,640	1,741,610	2,141,929
Month To Date Revenue Activity	65,189	92,154	195,676	94,779	141,144

## Mayo Civic Center Event Booking Statistics

### Confirmed Events By Booking Priority with One Month Change As of May 31, 2016

Event Priority / New Event	2016 Event Year		2017 Event Year		2018 Event Year		2019 Event Year	
	Total	Apr to May Change	Total	Apr to May Change	Total	Apr to May Change	Total	Apr to May Change
Priority 1 - All Events	53	0	31	1	4	0	3	0
Priority 1 - New Events	2	0	0	0	1	0	0	0
Priority 2 - All Events	44	1	19	2	10	1	2	0
Priority 2 - New Events	14	0	6	1	3	0	1	0
Priority 3 - All Events	120	23	12	0	0	0	0	0
Priority 3 - New Events	44	7	9	0	0	0	0	0
<b>Total - All Events</b>	<b>217</b>	<b>24</b>	<b>62</b>	<b>3</b>	<b>14</b>	<b>1</b>	<b>5</b>	<b>0</b>
<b>Total - New Events</b>	<b>60</b>	<b>7</b>	<b>15</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>

### New Events By Event Class and Year with One Month Change As of May 31, 2016

Event Class	2016 Event Year		2017 Event Year		2018 Event Year		2019 Event Year	
	Total	Apr to May Change	Total	Apr to May Change	Total	Apr to May Change	Total	Apr to May Change
Convention: Agriculture								
Convention: Education			1					
Convention: Energy								
Convention: Environment								
Convention: Food								
Convention: Government			1					
Convention: Hobby			1		2		1	
Convention: Law Enforcement (Fraternal)								
Convention: Medical (non-Mayo)								
Convention: Other			2	1	1			
Convention: Religious	1							
Entertainment/Arts	27	3	2					
Mayo Clinic	2							
Meeting	14	1						
Social	12	3	7					
Sports	2				1			
Tradeshow/Consumer Show	2		1					
<b>Total</b>	<b>60</b>	<b>7</b>	<b>15</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>0</b>



## MCC Department Goals

Monthly Update – May 2016

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### Management – Donna Drews

During the month of May, MCC staff focused on preparing job descriptions for two new full time positions – Custodial Crew Chief and Audio-Visual/Technical Supervisor. Because both positions are new job classifications, careful consideration was given to key job functions, skills and experience. These positions will be posted to the City's website in June, and with the City's Human Resources Department's guidance, interviews and hiring will take place within the next 60 days.

Considerable time has also been dedicated to the following sales and marketing functions:

- Reconciling sales revenue estimates for tentative bookings (leads) by adding data to MCC's scheduling software (Ungerboeck) to reflect CVB revenue forecasts
- Preparing MCC's Annual Report
- Establishing a timeline and plan for MCC's presentation to the City Council Committee of the Whole Meeting on June 13<sup>th</sup>

On May 17<sup>th</sup>, the event planners for the Christian Congregation of Jehovah's Witnesses (CCJW) met with MCC staff to finalize arrangements for their six District Conventions scheduled in July and August of this year, and to tour the construction site. They were amazed at the progress, and the overall scope of the project. They are delighted that Rochester continues to reinvest in its future. CCJW has tentative dates scheduled for their District Conventions through 2022.

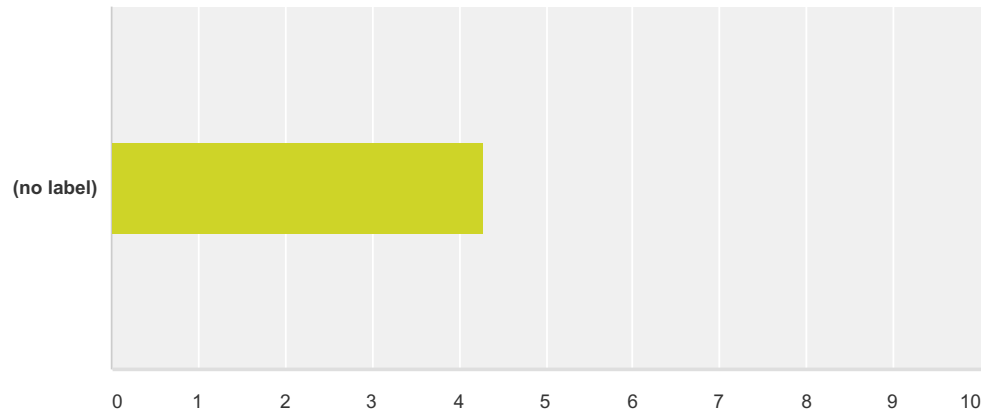
The Rochester Downtown Alliance Board of Directors also visited the Mayo Civic Center for a tour of the construction site on May 18<sup>th</sup>.

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Post Event Feedback - Client

**Q1 Based on the services provided, please rate our overall performance.**

Answered: 82 Skipped: 0



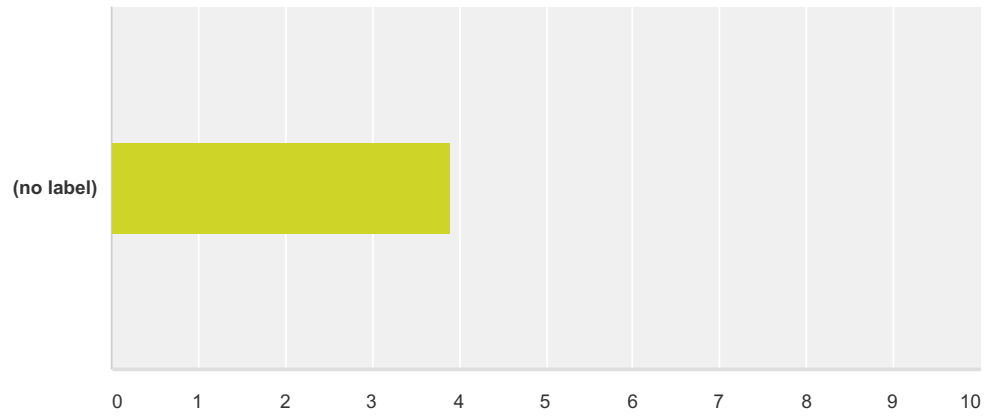
	Excellent	Above Average	Average	Below Average	Needs Improvement	Total	Weighted Average
(no label)	47.56% 39	36.59% 30	13.41% 11	2.44% 2	0.00% 0	82	4.29

#	Please comment on our overall performance.	Date
1	I did not like that I needed to repeatedly walk through what felt like a service area in order to get between sessions. The floor was uneven, it was not well lit, passing room was limited, and it felt like there could be many safety concerns.	5/26/2016 2:16 PM
2	Meals and staff were very well done	5/26/2016 9:00 AM
3	The staff was so polite and helpful.	5/26/2016 8:53 AM
4	Construction made it hard to get to/find some of the training rooms..	5/26/2016 7:30 AM
5	Construction made it difficult to access the building	5/26/2016 6:08 AM
6	very helpful and attentive staff	5/25/2016 4:50 PM
7	Staff are so pleasant, friendly, helpful and clearly take pride in their work. Specifically those who were providing breakfast services and the food presentation. Thank you!	5/25/2016 4:20 PM
8	The breakout sessions were well planned. The key note speakers were very knowledgeable. Overall conference was well organized.	5/25/2016 3:58 PM
9	First time there, loved your facility and staff!	5/25/2016 3:39 PM
10	With all the construction it was hard to get into the building and there was lots of construction stuff around.	5/25/2016 3:29 PM
11	Very good food and seating.	5/25/2016 3:25 PM
12	I have been going to conferences in various cities and other facilities for over 15 years and your facility, staff and food were just fantastic! Always look forward to our yearly conference at your facility! Thank you	5/25/2016 3:21 PM
13	Great service at the buffet and the plated meal.	5/25/2016 3:15 PM
14	Had a great time.	5/25/2016 3:12 PM
15	Construction work and unfinished hallways detracted from the quality of the conference.	5/25/2016 3:10 PM
16	The construction is ridiculous- the open air hallways and doorways are not acceptable. Perhaps the Civic Center should have been closed until the remodel is done. I understand that is not financially the best, but parking, open air hallways/doorways, etc. is a mess. It felt dangerous to walk through parts of the center.	5/20/2016 11:01 AM
17	Great, your staff is always available when we need something.	5/2/2016 11:04 PM

Post Event Feedback - Client

**Q2 How likely are you to book your next event at Mayo Civic Center?**

Answered: 78 Skipped: 4

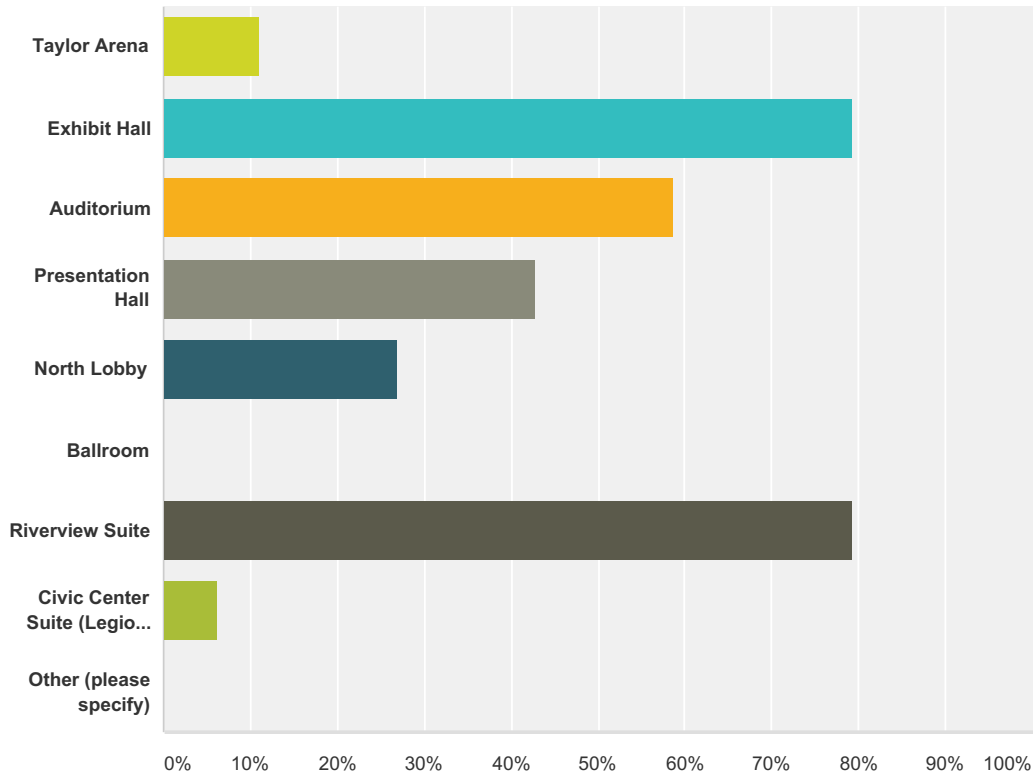


	Likely	(no label)	Maybe	(no label)	Unlikely	Total	Weighted Average
(no label)	51.28% 40	16.67% 13	20.51% 16	2.56% 2	8.97% 7	78	3.90

#	Comments	Date
1	Do not live in the area, but if I needed to book a venue, I would strongly consider MCC	5/27/2016 9:19 AM
2	From Mankato	5/26/2016 12:20 PM
3	Too far away	5/26/2016 9:06 AM
4	I'm not in charge of booking, but would recommend it	5/26/2016 9:00 AM
5	The Mayo Civic Center has convenient location, and it has nice big halls, for the event. I liked the venue.	5/25/2016 4:00 PM
6	I don't have the authority to make these arrangements/decisions	5/25/2016 3:41 PM
7	Not from the area	5/25/2016 3:37 PM
8	I don't book the events.	5/25/2016 3:26 PM
9	I don't live anywhere close!	5/25/2016 3:15 PM
10	Easy to find and get around.	5/25/2016 3:12 PM
11	We don't tend to need Mayo Civic Center space, but if we did, then likely.	5/23/2016 2:22 PM
12	Once it is finished, it will be fine.	5/20/2016 11:01 AM
13	Price too high	5/3/2016 8:27 AM
14	Very Likely	5/2/2016 11:05 PM

### Q3 Which of our venues did you rent? (Select all that apply)

Answered: 63 Skipped: 19

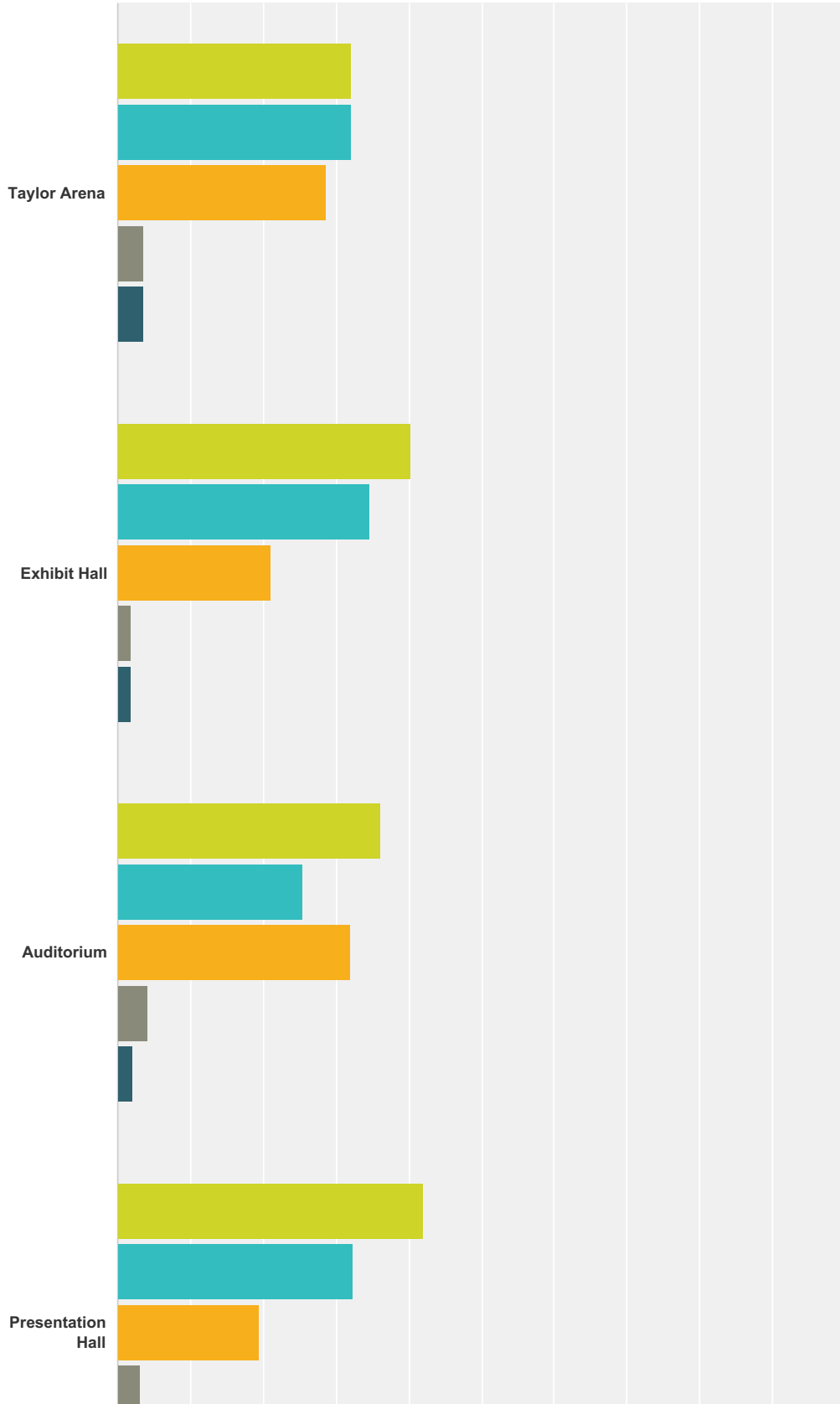


Answer Choices	Responses
Taylor Arena	11.11% 7
Exhibit Hall	79.37% 50
Auditorium	58.73% 37
Presentation Hall	42.86% 27
North Lobby	26.98% 17
Ballroom	0.00% 0
Riverview Suite	79.37% 50
Civic Center Suite (Legion, McDonnell)	6.35% 4
Other (please specify)	0.00% 0
<b>Total Respondents: 63</b>	

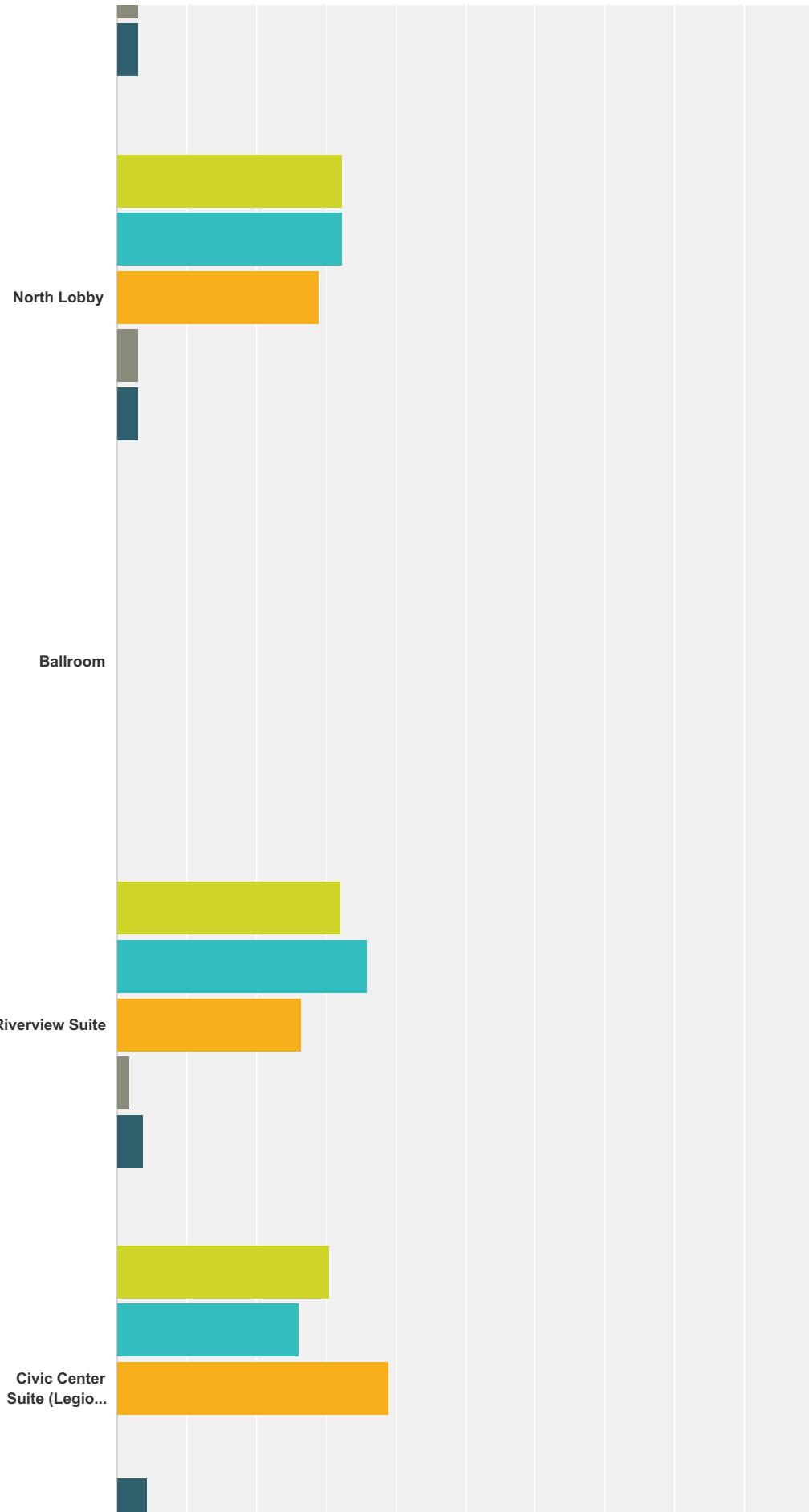
#	Other (please specify)	Date
	There are no responses.	

### Q4 How would you rate the overall physical condition of the facility?

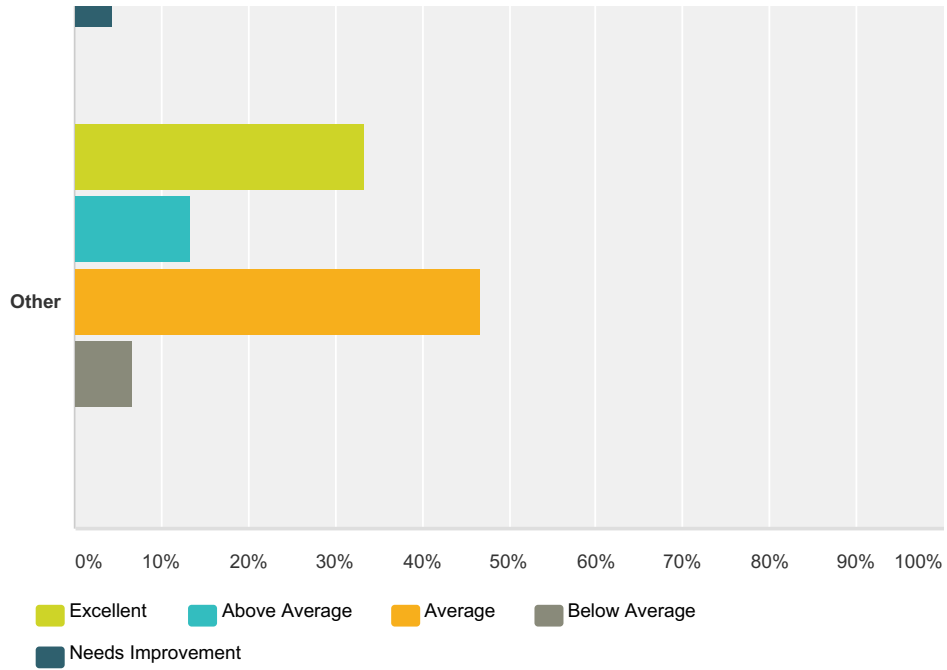
Answered: 61 Skipped: 21



# Post Event Feedback - Client



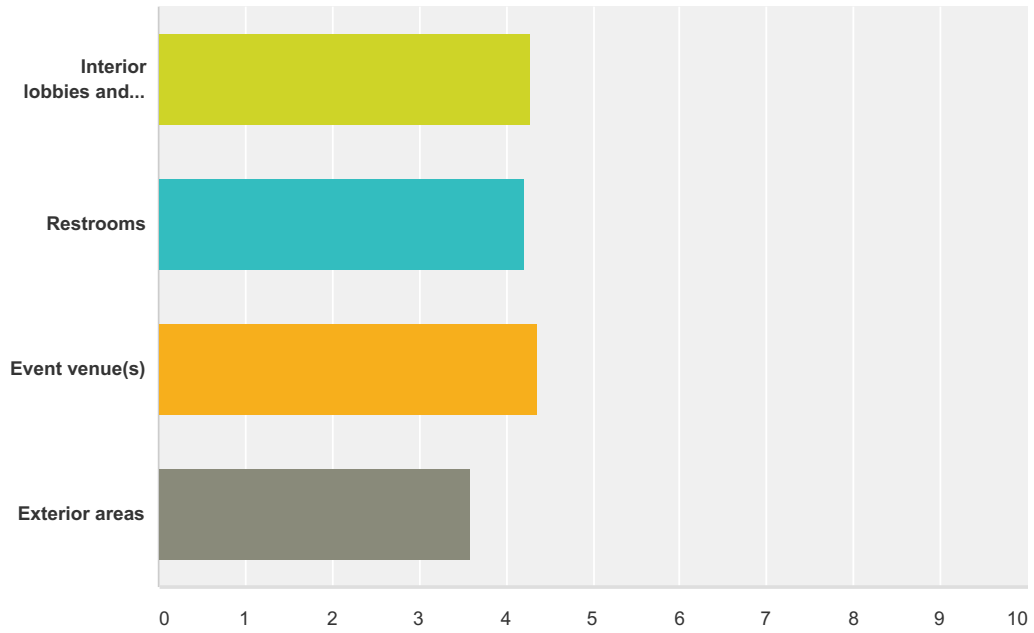
## Post Event Feedback - Client



	Excellent	Above Average	Average	Below Average	Needs Improvement	Total
Taylor Arena	32.14% 9	32.14% 9	28.57% 8	3.57% 1	3.57% 1	28
Exhibit Hall	40.38% 21	34.62% 18	21.15% 11	1.92% 1	1.92% 1	52
Auditorium	36.17% 17	25.53% 12	31.91% 15	4.26% 2	2.13% 1	47
Presentation Hall	41.94% 13	32.26% 10	19.35% 6	3.23% 1	3.23% 1	31
North Lobby	32.26% 10	32.26% 10	29.03% 9	3.23% 1	3.23% 1	31
Ballroom	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0
Riverview Suite	32.08% 17	35.85% 19	26.42% 14	1.89% 1	3.77% 2	53
Civic Center Suite (Legion, McDonnell)	30.43% 7	26.09% 6	39.13% 9	0.00% 0	4.35% 1	23
Other	33.33% 5	13.33% 2	46.67% 7	6.67% 1	0.00% 0	15

### Q5 How would you rate the overall cleanliness of the facility?

Answered: 67 Skipped: 15

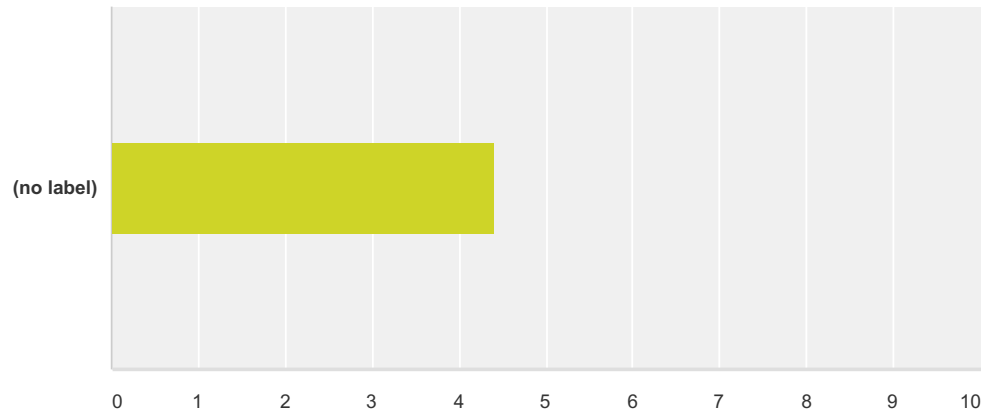


	Excellent	Above Average	Average	Below Average	Needs Improvement	Total	Weighted Average
Interior lobbies and hallways	50.00% 33	30.30% 20	18.18% 12	1.52% 1	0.00% 0	66	4.29
Restrooms	49.25% 33	25.37% 17	23.88% 16	0.00% 0	1.49% 1	67	4.21
Event venue(s)	52.38% 33	31.75% 20	15.87% 10	0.00% 0	0.00% 0	63	4.37
Exterior areas	33.33% 21	19.05% 12	25.40% 16	17.46% 11	4.76% 3	63	3.59



## Q6 How would you rate the responsiveness of Mayo Civic Center staff?

Answered: 65 Skipped: 17

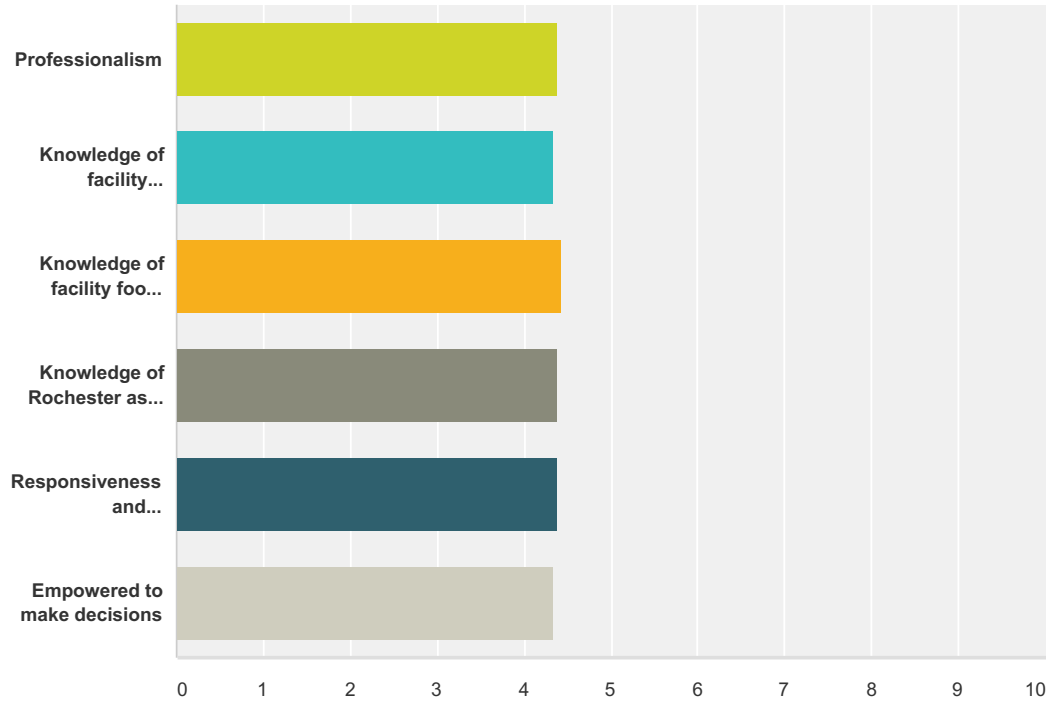


	Excellent	Above Average	Average	Below Average	Needs Improvement	Total	Weighted Average
(no label)	55.38% 36	29.23% 19	15.38% 10	0.00% 0	0.00% 0	65	4.40

#	General comments about Mayo Civic Center staff.	Date
1	All staff were very helpful and friendly.	5/31/2016 10:30 AM
2	Any questions or requests were immediately addressed by friendly staff	5/27/2016 9:20 AM
3	NA	5/26/2016 2:17 PM
4	Very attentive and helpful	5/26/2016 9:01 AM
5	WONDERFUL staff!	5/25/2016 4:26 PM
6	EVERYONE WAS PROFESSIONAL AND DID A TERRIFIC JOB! YOU FELT LIKE THEY CARED!!! DID AN EXCELLENT JOB!	5/25/2016 3:36 PM
7	They were very polite.	5/25/2016 3:27 PM
8	There wasn't much I needed assistance with but asked for a different selection of cake for desert and the gal was able to switch it out with another piece.	5/25/2016 3:23 PM
9	Very responsive and pleasant	5/25/2016 3:16 PM
10	The staff was fantastic. I couldn't have asked for better service from T.R. Wheeler from beginning to end. He was helpful, answered all questions quickly and accurately and went above and beyond. I would also like to recognize Ron with the A/V assistance and Dave Silker also. Dave and Ron helped during our event move-in and throughout the conference. Exceptional service by all three noted.	5/25/2016 3:11 PM
11	The staff were very friendly and helpful.	5/25/2016 3:09 PM
12	Thank you-- everything was great. staff is awesome	5/19/2016 8:29 AM
13	TR is awesome! And the crew that we have had the past several years working our event from Mayo Civic are so easy to work with, always positive and responsive. They are great!	5/10/2016 1:26 PM
14	A big thank you to all your staff.	5/2/2016 11:06 PM

### Q7 Please tell us about your Sales Manager.

Answered: 37 Skipped: 45



	Excellent	Above Average	Average	Below Average	Needs Improvement	Total	Weighted Average
Professionalism	56.76% 21	24.32% 9	18.92% 7	0.00% 0	0.00% 0	37	4.38
Knowledge of facility capabilities	54.05% 20	27.03% 10	18.92% 7	0.00% 0	0.00% 0	37	4.35
Knowledge of facility food and beverage services	59.46% 22	24.32% 9	16.22% 6	0.00% 0	0.00% 0	37	4.43
Knowledge of Rochester as a destination	56.76% 21	24.32% 9	18.92% 7	0.00% 0	0.00% 0	37	4.38
Responsiveness and follow-through	54.05% 20	29.73% 11	16.22% 6	0.00% 0	0.00% 0	37	4.38
Empowered to make decisions	54.05% 20	27.03% 10	18.92% 7	0.00% 0	0.00% 0	37	4.35

#	General comments about your Sales Manager.	Date
1	N/A	5/27/2016 9:21 AM
2	NA	5/26/2016 2:17 PM
3	I did not have any contact with the SM	5/26/2016 9:01 AM
4	No contact with sales manager	5/26/2016 8:54 AM
5	Doesn't apply	5/26/2016 7:13 AM
6	I did not deal with any of the groundwork getting the venue. I simply attended the meeting	5/25/2016 4:27 PM
7	Had no interaction with a sales manager	5/25/2016 3:40 PM

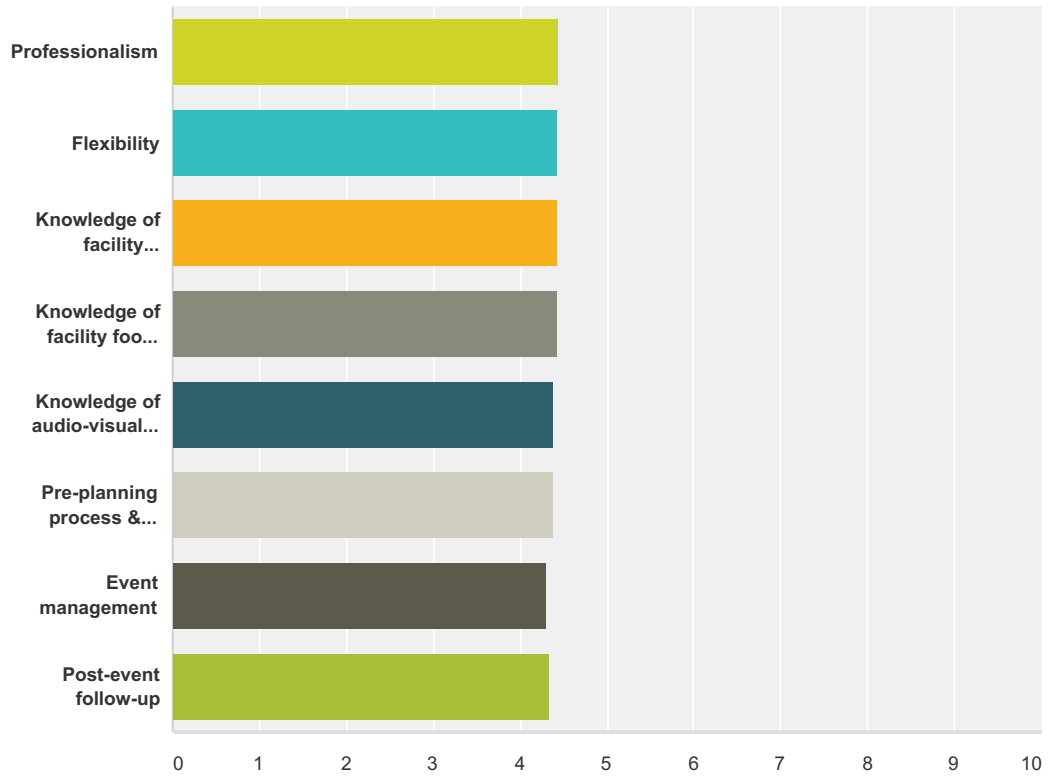
## Post Event Feedback - Client

8	DIDN'T DEAL WITH THE SALES MANAGER SO CAN GIVE FEEDBACK	5/25/2016 3:36 PM
9	Did not work with the sales manager.	5/25/2016 3:30 PM
10	Great job on the food!!!!	5/25/2016 3:28 PM
11	Did not deal with sales manager	5/25/2016 3:12 PM
12	T.R. is great	5/19/2016 8:29 AM
13	Great Job Erin and almost ready to work on next year.	5/2/2016 11:07 PM

Post Event Feedback - Client

### Q8 Please tell us about your Event Coordinator.

Answered: 34 Skipped: 48



	Excellent	Above Average	Average	Below Average	Needs Improvement	Total	Weighted Average
Professionalism	61.76% 21	20.59% 7	17.65% 6	0.00% 0	0.00% 0	34	4.44
Flexibility	60.61% 20	21.21% 7	18.18% 6	0.00% 0	0.00% 0	33	4.42
Knowledge of facility capabilities	60.61% 20	21.21% 7	18.18% 6	0.00% 0	0.00% 0	33	4.42
Knowledge of facility food and beverage services	60.61% 20	21.21% 7	18.18% 6	0.00% 0	0.00% 0	33	4.42
Knowledge of audio-visual services	60.61% 20	21.21% 7	15.15% 5	3.03% 1	0.00% 0	33	4.39
Pre-planning process & timeline	60.61% 20	21.21% 7	15.15% 5	3.03% 1	0.00% 0	33	4.39
Event management	57.58% 19	21.21% 7	18.18% 6	0.00% 0	3.03% 1	33	4.30
Post-event follow-up	59.38% 19	21.88% 7	15.63% 5	0.00% 0	3.13% 1	32	4.34

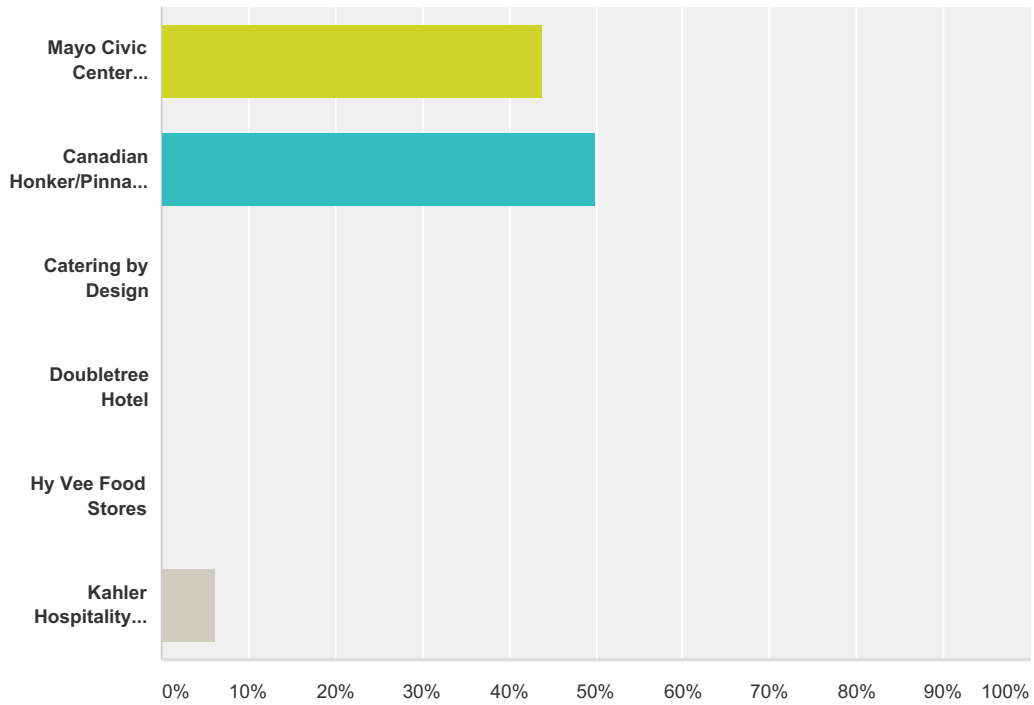
#	General comments about your Event Coordinator.	Date
1	N/A	5/27/2016 9:21 AM

## Post Event Feedback - Client

2	NA	5/26/2016 2:17 PM
3	don't know	5/26/2016 1:56 PM
4	Again, this is not my job so I am unable to comment	5/26/2016 9:02 AM
5	no contact with event coordinator	5/26/2016 8:54 AM
6	Doesn't apply	5/26/2016 7:13 AM
7	DIDN'T DEAL WITH THE EVENT COORDINATOR SO CAN'T GIVE FEEDBACK ON THIS	5/25/2016 3:37 PM
8	did not deal with event coordinator	5/25/2016 3:13 PM
9	I had limited work with her this year and not in the past. She seems like she will be an asset as we move forward, but we already had most of our details worked out with TR this past year!	5/10/2016 1:27 PM

### Q9 Please identify your event caterer.

Answered: 16 Skipped: 66

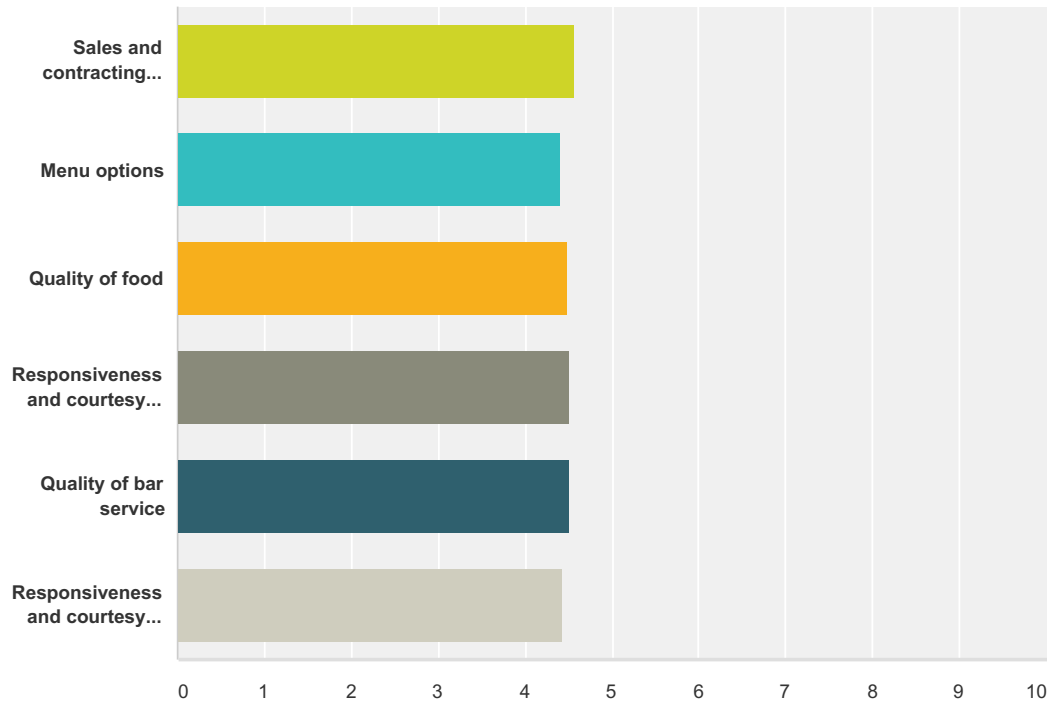


Answer Choices	Responses
Mayo Civic Center Hospitality	43.75% 7
Canadian Honker/Pinnacle Catering	50.00% 8
Catering by Design	0.00% 0
Doubletree Hotel	0.00% 0
Hy Vee Food Stores	0.00% 0
Kahler Hospitality Group	6.25% 1
<b>Total</b>	<b>16</b>

#	Other (please specify)	Date
1	don't know	5/26/2016 1:56 PM
2	I don't know	5/26/2016 9:02 AM
3	don't know	5/25/2016 3:33 PM
4	not sure	5/25/2016 3:33 PM
5	I am not sure	5/25/2016 3:13 PM
6	Catering was done at Mayo - Gonda building	5/23/2016 2:17 PM

### Q10 Please tell us about your catering experience.

Answered: 39 Skipped: 43



	Excellent	Above Average	Average	Below Average	Needs Improvement	Total	Weighted Average
Sales and contracting process	65.38% 17	26.92% 7	7.69% 2	0.00% 0	0.00% 0	26	4.58
Menu options	53.13% 17	34.38% 11	12.50% 4	0.00% 0	0.00% 0	32	4.41
Quality of food	61.54% 24	25.64% 10	12.82% 5	0.00% 0	0.00% 0	39	4.49
Responsiveness and courtesy of wait staff	64.86% 24	24.32% 9	8.11% 3	2.70% 1	0.00% 0	37	4.51
Quality of bar service	63.64% 14	22.73% 5	13.64% 3	0.00% 0	0.00% 0	22	4.50
Responsiveness and courtesy of bar staff	58.33% 14	25.00% 6	16.67% 4	0.00% 0	0.00% 0	24	4.42

#	General comments about your catering services experience.	Date
1	Staff were very attentive and helpful. Food was good	5/26/2016 9:02 AM
2	I was referring to the catering company staff for being so accommodating and helpful. Wonderful staff who clearly take pride in their work!	5/25/2016 4:28 PM
3	NOT SURE WHO WAS IDENTIFIED, ONLY THE FOOD WAS EXCLELNT.PRESETNATION EXCELLENT AND GREAT JOB KEEPING THE LINES FLOWING!	5/25/2016 3:38 PM
4	Did not like the cherry surprise in the chocolate cake. The chocolate cake was a lie. It was cherry chocolate cake. Also, the cooked carrots were very hard.	5/25/2016 3:33 PM

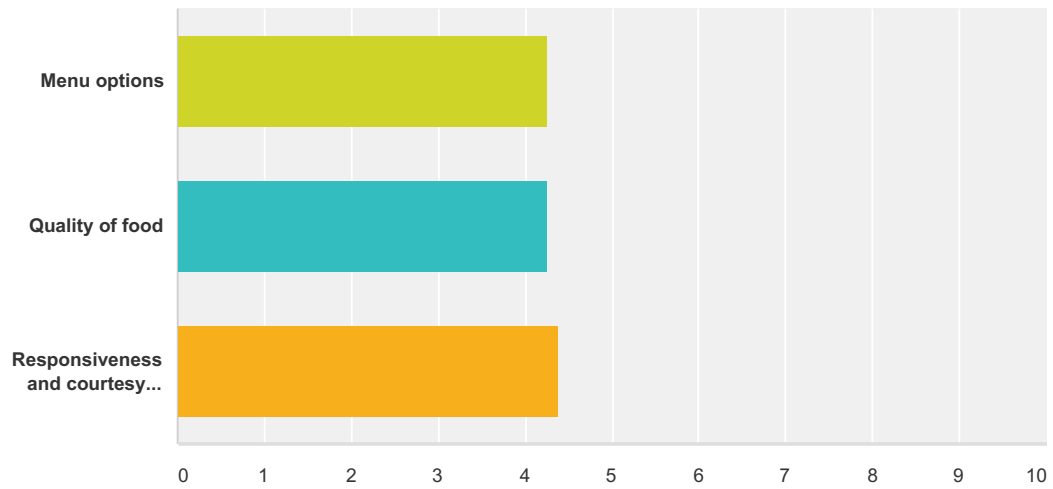
## Post Event Feedback - Client

5	A very tasty meal but when I asked for my gluten free meal the waitress seemed a bit inconvenienced by my request. I wish there had been gluten free desert options as well as a bun with my meal.	5/25/2016 3:33 PM
6	Very good food.	5/25/2016 3:27 PM
7	Sue Johnson was a pleasure to work with. She was also very responsive and flexible! Chad and Adam were also great to work with. Chad checked in often and allowed us to have an opinion on buffet placement. Adam helped me find ice for a guest with an ankle injury in a quick manor. The food was outstanding compared to years past.	5/25/2016 3:14 PM
8	Canadian Honker always does a fantastic job for and with us!	5/10/2016 1:28 PM



### Q11 Please tell us about your concession food experience.

Answered: 35 Skipped: 47

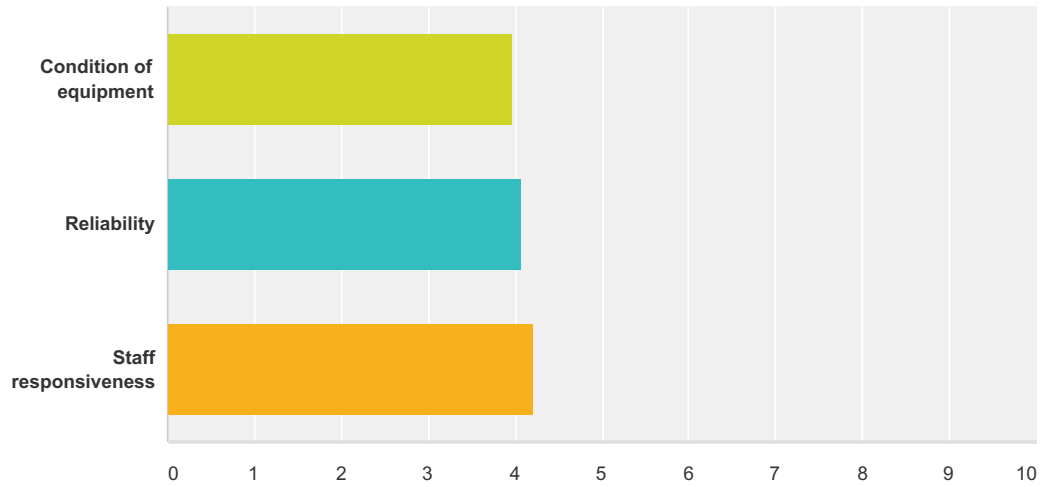


	Excellent	Above Average	Average	Below Average	Needs Improvement	Total	Weighted Average
Menu options	46.43% 13	35.71% 10	14.29% 4	3.57% 1	0.00% 0	28	4.25
Quality of food	45.71% 16	37.14% 13	14.29% 5	2.86% 1	0.00% 0	35	4.26
Responsiveness and courtesy of concession staff	51.52% 17	39.39% 13	6.06% 2	3.03% 1	0.00% 0	33	4.39

#	General comments about your concession services experience.	Date
1	no concessions	5/26/2016 9:03 AM
2	Not applicable	5/25/2016 3:15 PM

## Q12 Please tell us about your audio-visual services experience.

Answered: 40 Skipped: 42



	Excellent	Above Average	Average	(no label)	Needs Improvement	Total	Weighted Average
Condition of equipment	33.33% 13	30.77% 12	35.90% 14	0.00% 0	0.00% 0	39	3.97
Reliability	36.84% 14	34.21% 13	28.95% 11	0.00% 0	0.00% 0	38	4.08
Staff responsiveness	43.24% 16	35.14% 13	21.62% 8	0.00% 0	0.00% 0	37	4.22

#	General comments about your audio-visual services experience.	Date
1	There were a few break outs where there were some AV issues, but the staff was prompt and attentive	5/26/2016 9:03 AM
2	there were several issues with microphones and power point equipment. I don't know if that was the property of the Civic Center or the people doing the presentations.	5/25/2016 4:29 PM
3	The staff was very responsive, and helpful.	5/25/2016 4:05 PM
4	Ron was a great asset to our conference!	5/25/2016 3:15 PM

Post Event Feedback - Client

**Q13 Is there an individual(s) who exceeded your expectations that you would like to recognize?**

Answered: 10 Skipped: 72

#	Responses	Date
1	Dr.Jermame Davis	5/25/2016 3:56 PM
2	None	5/25/2016 3:56 PM
3	THE WAIT STAFF AS A WHOLE	5/25/2016 3:38 PM
4	I don't know his name. But there was a young man that was very effecient and polite at the buffet line.	5/25/2016 3:18 PM
5	T.R. Wheeler, Ron (A/V), Dave Silker, Susan Johnson, Chad and Adam (catering staff), Lori & Tracy from CVB Staff - Thanks to All!	5/25/2016 3:16 PM
6	First TR, thought hte whole process, but also the stage/set up crew for their friendly and quick service both set up day, and day of event.	5/23/2016 2:19 PM
7	Erin Odin did a great job, followed through and replied in a speedy manner.	5/19/2016 1:08 PM
8	T.R is awesome. Chanta and Maintenance staff were great to work with.	5/19/2016 8:31 AM
9	TR Wheeler!	5/10/2016 1:29 PM
10	Dave, Erin, AV guy on Saturday. Everybody.	5/2/2016 11:10 PM

## Post Event Feedback - Client

### Q14 Event Name

Answered: 57 Skipped: 25

#	Responses	Date
1	Med City Marathon	5/31/2016 10:32 AM
2	Joint Counselor Conference	5/31/2016 8:06 AM
3	2016 Joint Counselor Training	5/27/2016 9:22 AM
4	2016 Joint Counselor Training	5/26/2016 3:04 PM
5	Joint Counselor Training	5/26/2016 2:18 PM
6	Joint Counselor Conference	5/26/2016 2:18 PM
7	Joint Counselor training	5/26/2016 1:57 PM
8	Joint Counselor Conference DEED	5/26/2016 11:07 AM
9	Joint Counselor Training	5/26/2016 10:06 AM
10	2016 JCT	5/26/2016 10:04 AM
11	Joint Counselor Training	5/26/2016 9:36 AM
12	Joint Counselor Conference	5/26/2016 9:04 AM
13	Joint Counselor Conference	5/26/2016 8:55 AM
14	Joint counselor event	5/26/2016 8:39 AM
15	Joint Counselors training	5/26/2016 8:04 AM
16	Joint Counselor conference	5/26/2016 8:02 AM
17	joint counselor training	5/26/2016 7:46 AM
18	Joint Conference	5/26/2016 7:40 AM
19	DEED conference	5/26/2016 7:30 AM
20	Joint Counselors meeting	5/26/2016 7:14 AM
21	2016 Joint Counselor Training	5/26/2016 6:11 AM
22	Joint Counseleor Conference	5/25/2016 4:53 PM
23	Job Seeker Counselor Conference	5/25/2016 4:29 PM
24	Breakout session: Mindfulness a key to personal and professional resilience	5/25/2016 4:10 PM
25	Join Counselor Training	5/25/2016 4:09 PM
26	Joint counselor conference	5/25/2016 4:01 PM
27	Joint Counselor Conference	5/25/2016 3:57 PM
28	Joint Counselor Training	5/25/2016 3:56 PM
29	MFIP Joint Counselor trainging	5/25/2016 3:43 PM
30	DEED	5/25/2016 3:40 PM
31	STATE DEED COUNSELORS 2016 EVENT	5/25/2016 3:39 PM
32	Event	5/25/2016 3:39 PM
33	Joint Counselor Training	5/25/2016 3:39 PM
34	Joint Counselor Conference	5/25/2016 3:36 PM
35	Joint Counselor Training Conference	5/25/2016 3:34 PM

## Post Event Feedback - Client

36	Building Bright Futures, Joint Counselor Training	5/25/2016 3:34 PM
37	Joint Counselor Training	5/25/2016 3:31 PM
38	Joint Counselor Conference	5/25/2016 3:30 PM
39	Joint Counselors Training	5/25/2016 3:24 PM
40	Joint Counselor Training	5/25/2016 3:18 PM
41	2016 Joint Counselor Training	5/25/2016 3:16 PM
42	Joint Conference	5/25/2016 3:16 PM
43	Joint Counselor Conference	5/25/2016 3:14 PM
44	Joint Counselor Training	5/25/2016 3:14 PM
45	MFIP conference	5/25/2016 3:13 PM
46	Building Bright Futures	5/25/2016 3:12 PM
47	Joint Counselor	5/25/2016 3:11 PM
48	JCC	5/25/2016 3:09 PM
49	RDA Board Meeting	5/23/2016 2:23 PM
50	Rochesterfest Food Vendor Meeting	5/23/2016 2:21 PM
51	MGS MMS Commencement	5/23/2016 2:19 PM
52	Hospital Medicine NPPA Course	5/23/2016 12:04 AM
53	Century Prom	5/20/2016 11:03 AM
54	Century HS Prom	5/19/2016 1:09 PM
55	UMR Commencement	5/19/2016 8:32 AM
56	SEMN Synod Assembly, ELCA	5/10/2016 1:30 PM
57	MLEEA Conference	5/2/2016 11:11 PM

## Post Event Feedback - Client

### Q15 Contact Name

Answered: 8 Skipped: 74

#	Responses	Date
1	Wally Arnold	5/31/2016 10:32 AM
2	Asavari R Manvikar	5/25/2016 4:10 PM
3	Katie Anderson	5/25/2016 3:16 PM
4	Vicki Meyer	5/23/2016 12:04 AM
5	Cindy Laude	5/19/2016 1:09 PM
6	Anne Kowal	5/19/2016 8:32 AM
7	Kari Maclver	5/10/2016 1:30 PM
8	DuWayne Dixon	5/2/2016 11:11 PM

Post Event Feedback - Client

**Q16 Contact Phone**

Answered: 7 Skipped: 75

#	Responses	Date
1	507-254-2703	5/31/2016 10:32 AM
2	612-868-8591	5/25/2016 4:10 PM
3	651-259-7298	5/25/2016 3:16 PM
4	507-226-2416	5/23/2016 12:04 AM
5	507-258-8090	5/19/2016 8:32 AM
6	507-280-9457	5/10/2016 1:30 PM
7	952-334-0557	5/2/2016 11:11 PM

## Post Event Feedback - Client

### Q17 Contact E-Mail

Answered: 8 Skipped: 74

#	Responses	Date
1	arnoldw@live.com	5/31/2016 10:32 AM
2	amanvika@umn.edu	5/25/2016 4:10 PM
3	katie.anderson@state.mn.us	5/25/2016 3:16 PM
4	meyer.vicki@mayo.edu	5/23/2016 12:04 AM
5	cylauide@rochester.k12.mn.us	5/19/2016 1:09 PM
6	amkowal@r.umn.edu	5/19/2016 8:32 AM
7	maciver@semnsynod.org	5/10/2016 1:30 PM
8	treasurer@mnleexplorer.org	5/2/2016 11:11 PM