

**Mayo Civic Center Commission Meeting**  
**Wednesday, June 10, 2015 – 3:00 PM**  
**Mayo Civic Center McDonnell Suite**  
**Meeting Minutes**

Attendees: Commission Members: John Beltz, John Eischen, Jerrie Hayes, Shannon Knoepke, Marv Mitchell, Dan Nelson

Absent: Heidi Mestad

Other Attendees: Donna Drews (Mayo Civic Center (MCC)), Brad Jones (RCVB), Chad Koehler (Lancer) Andy Krogstad (MCC), Jo Oeltjen (MCC)

A. Call to Order

Meeting was called to order by John Beltz at 3:02 PM

B. Open Comment Period

None

C. Council Item Review

a. John Beltz thanked everyone for their work on the Committee of the Whole meeting on June 8. There may a need for more help now with the building renovations and expansion to keep it clean. There is a need to keep a level of cleanliness. There may be a need for some lobbying of Council members. Call Council members this next week. 2 custodial positions (head custodian and custodian) people on January 1, event coordinator and an AV technician – September 1 are needed. The event coordinator and AV technician are critical to be ready to go when the building opens – they will need to have relationships built with the other staff and with the customers and understand the building.

D. Action Items

a. Approve Meeting Minutes – May 13, 2015

Motion was made by Shannon Knoepke to approve the May 13, 2015 Meeting Minutes, Second by Jerrie Hayes. Motion unanimously approved.

b. Approve Monthly Financial Report – April 2015

a. Income Statements

Our net income is running behind plan. Our trending is better. For the year, we are setting just fine. Monthly budget numbers are based on three year averages for that given month. RCVB staff are saying that some people/events are waiting until the expansion is done. We have lost some business because of the expansion construction and some had to be given incentives to stay. The CCJW is using the auditorium as their lobby; therefore, the auditorium cannot be booked for those 7 weekends. Concerts are not where they were, but this does not have everything to do with the construction. We are hearing from other venues and promoters there just isn't anything out there. RCVB has a lost business report. Report requested from Brad. MCC has had to absorb some part-time staff costs to help customer navigate through the building. We received our first chunk of lodging tax in April \$84,400.

b. Operations and CIP Payments

Motion by Marv Mitchell to Approve the April 2015 Monthly Financial Reports, Second by John Eischen.  
Motion unanimously approved.

E. New Business

a. 2015-19 Booking Analysis Report

One report has just forecast revenues. The other report shows Confirmed/Contracted/Definite Columns, Facility Rental and all Revenue Sources. The Facility Rental number is pretty accurate because when the space is booked, the rate has to be applied to it. The All Revenue is a forecast number – the RCVB does the forecast number. 2015 Facility Rental is \$944,000, this is included in the \$2.6 M. There is a forecast and an actual comparison. October historically is our highest revenue month. The events booked are using the booking priority. The 2019 Confirmed/Contracted/Definite numbers listed have been booked according to the Booking Policy. Would like to know what is included in the numbers by type. This report will come on a regular basis. Revenue for concerts – see more detail on them. With concerts you need to understand your niche. Many buildings have parking revenues, and they split the parking revenues with the promoters. There is a new parking study coming soon.

F. Construction Update

Construction is going well. Knutson is doing an outstanding job, their people are polite and helpful. We are still on target, 150 piles in. The street plan is partial implemented. Very positive. CPMI-the owner's rep-is "Johnny on the spot", they take care of thing, we just let them know there is a problem and they take care of it.

G. Unfinished Business

a. Strategic Plan Review

Working on flushing out more detail. We have an excellent draft that was provided by Jerrie Hayes to work from.

b. RCVB/MCC Joint Meeting Update

June 16th is the next meeting of the RCVB/MCC Joint Meeting Update, 12:15 PM.

H. Other Business

Feedback on budget planning. John Eischen will participate in the budget planning; John Beltz can also help. Requests are usually due in August. Finance inputs some of the numbers. Steven Kvenvold usually comes out with the % of increase from year to year. Shannon Knoepke and John Beltz will schedule a meeting with Donna Drews in the next couple of weeks to talk about sponsorship opportunities. RCVB strategic planning on the June 23rd – marketing is a part of that.

I. Adjournment

Meeting was adjourned by John Beltz at 4:15 PM

Next Meeting: Wednesday, July 8, 2015, 3:00 PM