

**Mayo Civic Center Commission Meeting**

**Wednesday, June 8, 2016 – 3:00 PM**

**Mayo Civic Center, Riverview Suite E**

**Attendees: Commission Members** – Jerrie Hayes, Heidi Mestad, Marv Mitchell, Dan Nelson, Michael Smith  
Absent: Teresa Chapman, John Eischen

**Other Attendees** – Donna Drews (Mayo Civic Center (MCC)), Mary Gastner (Rochester Convention and Visitors Bureau (RCVB)), Julie Gay (Self), Matt Esau (RCVB), Brad Jones (RCVB), Chad Koehler (Lancer Hospitality), Andy Krogstad (MCC), Gary Neumann (City Clerk's Office), Jo Oeltjen (MCC), Keri Ostby (Rochester Public Library), Steven Schmidt (City Music Department), Pete Virnig (Lancer Hospitality)

- A. Call to Order – 0:00 Audio Tape  
The meeting was called to order by Heidi at 3:05 PM
  
- B. Approval of Agenda – 0:14 Audio Tape  
Motion to approve the agenda was made by Marv Mitchell, Second by Michael Smith. Motion was unanimously approved.
  
- C. Open Comment Period – 0:30 Audio Tape  
No Comments
  
- D. Consent Agenda – 0:41 Audio Tape
  - 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 ReportMotion to approve the consent agenda was made by Marv Mitchell, Second by Jerrie Hayes. Motion was unanimously approved.
  
- E. Director's Report – 1:01 Audio Tape  
Key Meetings: Monday, June 13, we will be presenting the Mayo Civic Center's case to the Committee of the Whole between 3:30 – 5:00 PM at City Hall in Room 104. The Art Task Force meeting for artist interviews will be on Wednesday, June 22. This will be an all-day meeting. There will be a Special Mayo Civic Center Commission (MCCC) Meeting on Monday, June 27, at 11 AM to approve the artist and the proposal. The meeting will be here at the Mayo Civic Center. Donna gave a staffing update. The 2017 staffing requests will be presented to the City Council in August.

**ACTION: Special Mayo Civic Center Commission meeting on Monday, June 27 at 11 AM**

F. New Business – 3:42 Audio Tape  
No New Business

G. Unfinished Business

a. MCC Non-Profit/Charitable – 3:57 Audio Tape

i. Request by RCVB to delay adoption until MCC Revenue Management Study is complete Discussed June 2 meeting with non-profit/charitable organization representatives. The exception policy for those who would wish to apply for a larger discount was explained and the process of how to apply for the exception was presented. The consensus of the non-profit/charitable organizational representatives was they were glad the playing field was somewhat being leveled. Brad Jones from the RCVB talked about the revenue management study the RCVB be participating in. Brad would like to have the MCCC wait for adoption of the policy until the strategy and the deliverable tools from the study have been defined. Brad discussed the study.

Motion by Marv Mitchell to adopt the Non-Profit/Charitable Facility Use Discount Policy with the understanding the policy will be reviewed when the revenue management study is completed, Second by Jerrie Hayes. Dan Nelson made a friendly amendment that Section One should be taken out. Friendly amendment was accepted. Motion unanimously approved as amended.

**ACTION: Brad Jones to keep the MCC Commission informed on timelines. Michael Smith requested Brad let the MCC Commission know if there is a meeting the Commission could attend, like a presentation from the consultant.**

b. MCC Revenue Task Force Update – 50:04 Audio Tape

i. Implementation of Approved Revenue Streams Fees and Charges

There are steps are being taken to begin implementation of the revenue stream fees and charges recommendations. This will be a gradual process. We will not be revising any current agreements.

c. MCC Catering Committee Update – 51:43 Audio Tape

There was a meeting on March 29 with the City of Rochester representatives, MCC Commissioners and representatives from three of our caterers. There were questions raised on our flatware and tableware requirements, as well as, how concerns were to be raised to the MCC Commission about catering issues. This committee's name has been changed to the Food and Beverage (F & B) Committee since they will be dealing with both catering and concessions issues. The Committee did meet and will investigate using disposable plates and flatware for certain events. Donna will be doing research on suites of products potentially available. This research will be presented to the Committee with two or three selections identified. The Committee will then select one that will be recommended to the Commission for adoption. The F & B Committee will also set forth some recommendations for what events and what spaces the suite of products could be used for. The F & B Committee will also try to implement a more systemic 1, 2, 3, 4 process on how complaints are brought forward. The question was raised as to what if someone violates the rules and regulations. The F & B Committee will be

putting together a draft policy to address this issue. F & B Committee members are: Jerrie Hayes, Marv Mitchell and Dan Nelson.

**ACTION: F & B Committee will provide recommendation for disposables, present a draft policy for the complaint process and a draft policy for the related to policy violations.**

d. MCC Commission Secretary Update – 56:32 Audio Tape

Teresa Chapman has not been available to ask, due to a family emergency, if she would be interested in filling the Secretary position on the MCCC Board.

H. Other Business – 57:51 Audio Tape

RCVB will be hosting the Customer Advisory Board meeting – customers will come in and be asked about meeting trends, what they think about Rochester and the Mayo Civic Center. A consultant has been hired to run the sessions and the sessions will be taped. This will be an ongoing Customer Advisory Board.

The F & B Committee will be working on the Food & Beverage Management (Concessions) Agreement. There will be a RFP issued this year.

As the budget time is approaching, Heidi Mestad talked about reassessing the alignment of the MCC Commission's goals and strategies. Donna will forward the original goals and strategies to the Commissioners. Donna will also send out the RCVB MOU. The goals and strategies should be given to a new Commissioner as they come "on board."

Brad Jones mentioned that in budgeting to consider some grand opening activities. Donna will pull together a committee to work on the grand opening activities. The monetary sources will need to be identified, possibly some sponsorships.

**ACTION: Consultant to provide a recap of the Customer Advisory Board that will be brought to the MCC Commission  
Donna will forward the original goals and strategies to the Commissioners.  
Donna will send out the RCVB MOU.  
Talk about the Grand Opening Committee task force at the next meeting.**

I. Adjournment – 1:12:22 Audio Tape

Motion was made to adjourn the meeting by Marv Mitchell, Second by Dan Nelson. Motion unanimously approved. Meeting adjourned at 4:18 PM.

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