

Mayo Civic Center Commission Meeting
Wednesday, December 14, 2016 – 3:00 PM
Riverview Suite E

Attendees: Commission Members

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

Other Attendees:

Tori Bokios (Fox 47/KTTC), Donna Drews (Mayo Civic Center (MCC)), Matt Esau (Rochester Convention and Visitors Bureau (RCVB)), Mary Gastner (RCVB), Julie Gay (Blogger), Brad Jones (RCVB), Chad Koehler (Lancer Hospitality), Andy Krogstad (MCC), Jo Oeltjen (MCC), Erin Okins (MCC), Chris Steiner (MCC), Peter Virnig (Lancer Hospitality)

A. Call to Order

The meeting was called to order by Marv Mitchell at 3:02 PM.

B. Approval of Agenda

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

C. Open Comment Period

No Comments

D. Consent Agenda

November 9, 2016 pulled for a typo

a. Council Item Review

i. Convention Center Expansion FF & E Purchase - Staging

b. Meeting Minutes

i. November 9, 2016

c. Monthly Financial Report

i. November 2016 Bills & Financial Statements

Motion to approve the Consent Agenda with the November minutes pulled was made by Jerrie Hayes, Second by John Eischen. Motion was approved.

Correction to November minutes, last page – Donna Brussell should be Donna Bussell. Motion to approve the minutes with the name change was made by Jerrie Hayes, Second by John Eischen. Motion was approved.

E. Review Action Items from November 9, 2016

Reviewed November Action Items:

On the Sales Reports, list the definite events not what is in the “funnel.” Use same chart, add line for definite events; Give recommendations for officers to the MCCC at the December meeting; MCC Grand Opening Task Force: Build framework and budget, provide ongoing information to MCCC; Approval for staging.

F. Directors Report

Discussed the ABC Discovery program. MCC has hired a young man in a wheelchair as an usher. There were no comments on the Final 2017 Marketing Plan – additional input was requested. The Food and Beverage Management agreement was finalized. The MCC Grand Opening event will received \$15K from the City and \$15K from the RCVB. Chris Steiner, Technical Services Supervisor, a new hire for the Mayo Civic Center. Budget hearings – informal commitment from the City Council for three new hires – Dan Nelson was at each meeting which was very helpful.

G. November Sales Report

Reviewed the end of November sales and MCC numbers, all forward years have surpassed total revenue goal, room night and economic impact. There are high expectations for 2017. Some key targets – verbal confirmations from medical group, fraternal group, and a musical group. There are some national groups coming in for tours. There will be a full annual report at the January meeting.

ACTION – Full Annual Sales Report from the RCVB at January meeting.

H. New Business

a. 2017 MCC Commission Officer Nominations

Nominations are:

Chair – Marv Mitchell; Vice Chair – Dan Nelson, Finance Chair – Jerrie Hayes, Secretary – Teresa Chapman

Additional nominations were requested from the floor – no additional nominations were made.

Motion to approve the officers as nominated was made by John Eischen, Second by Dan Nelson.

Motion was approved.

b. 2017 MCC Commission and Committee Meeting Schedule

Discussed the 2017 MCC Commission and Committee Meeting Schedule – the second Wednesday of the month at 3 PM. John Eischen volunteered to attend the January meeting if he was needed.

I. Unfinished Business

a. Finance Committee Update

Discussed to know what is contracted and the information will be included each month.

b. Food & Beverage Committee Update

The Food and Beverage Committee met December 13 and were joined by Paul Richardson and Brad Jones. The event organizers were not informed of the disposable serve ware policy, and the use of china, glass and silver increases the meal cost. Motion to allow use of disposable serve ware for the

2017 MLK event was approved. The Food and Beverage Committee may revisit the disposable serve ware policy.

c. Convention Center Grand Opening Task Force Update

No meeting was held.

d. Branding Task Force Update

The project has been awarded, and the work plan for the project will begin in January. Marv Mitchell congratulated Mary Gastner on her work on this project.

e. MCC Drone Policy

The drone policy is a preventative policy which has been reviewed by the City's Safety Director. The policy information is from the Internal Association of Venue Managers. Police/law enforcement would be engaged, if necessary. This should be added to the SOPs and the Use Permit. Exception may be available with prior approval.

Motion was made to accept the drone policy by John Eischen, Second by Jerrie Hayes. No discussion. Motion was approved.

J. Other Business

No Other Business

Marv Mitchell talked about it is show time for next year and should be an exciting year. Marv Mitchell also thanked John Eischen for his years of service and active engagement on the Mayo Civic Center Commission.

K. Adjournment

Meeting adjourned at 3:46 PM.

Next Meeting: Wednesday, January 11 at 3:00 PM