

**Mayo Civic Center Commission Meeting**  
**Wednesday, January 11, 2017 – 3:00 PM**  
**Riverview Suite E**

**Attendees: Commission Members**

Teresa Chapman, Jerrie Hayes, Matt McCollom, Marv Mitchell, Dan Nelson, Amita Patel  
Absent: Heidi Mestad

**Other Attendees:**

Donna Drews (Mayo Civic Center (MCC)), Matt Esau (Rochester Convention and Visitors Bureau (RCVB)), Mary Gastner (RCVB), Julie Gay (Freelance), Chris Hesby (Powers Ventures), Brad Jones (RCVB), Chad Koehler (Lancer Hospitality), Andy Krogstad (MCC), Gary Neumann (City Administration), Jo Oeltjen (MCC), Erin Okins (MCC)

**A. Call to Order**

No Audio Recording

The meeting was called to order by Marv Mitchell at 3:01 PM

**B. Approval of Agenda**

No Audio Recording

Motion to approve the agenda was made by Jerrie Hayes, Second by Dan Nelson. Motion was unanimously approved.

**C. Open Comment Period**

No Audio Recording

No Comments

**D. Introduction of new MCC Commission Members – Matt McCollom and Amita Patel**

00:04 Audio Recording

Matt McCollom – General Manager for Fairfield Inn & Suites. Matt grew up in Rochester, MN.

Amita Patel – Area Director of Sales and Marketing for Kahler Hospitality Group. She has been in Rochester eight months and has experience with convention centers.

**E. Convention Center Tour**

No tour today

**F. Consent Agenda**

01:06 Audio Recording

- a. Council Item Review

- i. MCC Food & Beverage Management Contract with Blue Bell Services LLC
  - ii. Expansion Construction Change Order 11
  - iii. GESP Work Order Contract Amendment 3 with McKinstry Company, LLC
  - iv. Presentation Hall Seating Replacement
  - v. Audio Visual Services Agreement with AVVR, Inc.
- b. Meeting Minutes
- i. December 14, 2016
- c. Monthly Financial Report
- i. December 2016 Bills & Financial Statements

Motion to approve the Consent Agenda was made by Jerrie Hayes, Second by Teresa Chapman.  
Motion unanimously approved.

G. Review Action Items from December 14, 2016

02:31 Audio Recording

Full Annual Sales Report – Matt Esau has that report.

H. Directors Report

03:03 Audio Recording

Donna Drews pointed out that the budget looks good. Business overall is down a little bit from the standpoint we lost the ballroom which was used for social events. The social events are down substantially due to the construction. We are holding on our own relative to one-day meetings, entertainment, and high school sports. There were sample of seating for Presentation Hall – the chairs are higher and wider than the previously seating, no tablet arms, but they may have cup holders on the back of the chair in front of where you would be seated. The fabric for the chairs has not yet been determined. There was a discussion on updating the older space. We need to forecast maintenance for the current and the new building spaces. The transition from the new suites in to the Riverview Rooms was brought up. There will mostly like be a set of doors where the Riverview Rooms hallway (by the Concession Stand) meets the new lobby. The Exhibit Hall roof is going into its 16<sup>th</sup> year and will need repairs/replacement soon. The City's Capital Improvement Project Budget is designed to build funds for major repairs and replacements.

**ACTION: Review Capital Improvement Project (CIP) Budget at the next Commission Meeting; discuss future maintenance/repair priorities.**

I. December Sales Report

27:06 Audio Recording

Matt Esau talked about the Sales Report. The numbers 2016 are combined sales for any future years during 2016. These numbers are combined sales with what RCVB booked and MCC booked. MCC total revenue ended up \$451,000 over our goal for 2016. Key event targets are: weekly trainings, trailer company event, annual awards events for 2017, medical conference in 2018 and 2020 (non-Mayo Clinic event) medical event, 2020 scientific group, 2020 international hobby convention, 2017 state government convention, 2018 political convention. Matt talked about some booking highlights: regional scientific conference, an annual gala, four-day consumer show. HVS Consulting, hired by the RCVB, is a revenue management company that is helping to build a revenue management model. The

pace for RCVB is the rate at which they need to sell in order to reach their goals, and this pace increases monthly. The sales include: rental revenue, services and equipment revenue, and food and beverage revenue. The MCC report contains the following:

1. MCC annual revenue forecast
2. confirmed/definite projected revenue,
3. combined total of confirmed (contracted) projected revenue + proposed (tentative) projected revenue
4. under/over budget forecast
5. MCC annual expense forecast
6. annual estimated lodging tax allocations
7. income including lodging tax forecast
8. projected revenue/loss

There was a discussion on the reports. This discussion will go to the Finance Committee to decide if the reports should be reconfigured. The RCVB does not track booking priorities according to the Priority Booking Policy. The RCVB is aware of the Priority Booking Policy.

**ACTION: Finance Committee to decide if reports should be reconfigured.**

J. New Business

01:01:23 Audio Recording

- a. 2017 MCC Commission Committee Assignments
  - i. Finance Committee: Jerrie Hayes – Chair, Teresa Chapman  
Amita Patel will join the Mayo Civic Center Finance Committee
  - ii. Food & Beverage Committee: Dan Nelson – Chair, Jerrie Hayes  
Matt McCollom will join the Mayo Civic Center Commission Food & Beverage Committee.

K. Unfinished Business

01:02:21 Audio Recording

- a. Finance Committee Update  
No report from the Finance Committee for this month.
- b. Food & Beverage Committee Update  
Dan Nelson commented about the nice orientation with the signature caterers. Dan is going to try to be the liaison to the caterers. The MCC has a composting plan that is optional now, but it may someday be a requirement. Dan Nelson mentioned that Mayo Civic Center has an opportunity to better connect with the hospitality students in our high schools, i.e. future tours or to witness a large banquet. One of the caterers talked with Marv Mitchell after the orientation and asked if it would be possible to have a scheduled, recurring meeting with the Food & Beverage Committee and the Signature Caterers – once, twice or three times a year. The Kahler Group will be using the new kitchen for the first time for the Olmsted Medical Center Holiday Party which is January 28.

**ACTION: Food & Beverage Committee to consider scheduling a recurring meetings with MCC Signature Caterers once, twice or three times a year.**

c. Convention Center Grand Opening Task Force Update  
No update from the Convention Center Grand Opening Task Force

d. Branding Task Force Update  
No update from the Branding Task Force. Mary Gastner said the group working on the rebranding will be reaching out to Mayo Civic Center Commission Board members.

**ACTION: Branding Task Force is expected at the February Mayo Civic Center meeting.**

L. Other Business

01:09:05 Audio Recording

Discussion on the Mayo Civic Center Commission meeting time. The meeting time target is 1.5 hours. The meeting start time was discussed: 3:30 PM versus 3:00 PM. Group decided to keep it at 3:00 PM.

When MCCC Board members complete the Ethics form, remember to answer all the questions – list more rather than less.

Hospitality First – rebirth of the committee will be the last Thursday of the month, 10:30 AM at the Chamber office – the RVCB and Chamber are partnering on these meetings.

M. Adjournment

01:15:45 Audio Recording

Meeting adjourned at 4:20 PM.

Next Meeting: Wednesday, February 8 at 3:00 PM