



Mayo Civic Center Commission Meeting
Wednesday, May 9, 2018 – 3:00 PM
Mayo Civic Center Office Conference Room

Attendees: Commission Members

Teresa Chapman, Sarah Clausen, Warren Harmon, Matt McCollom, Dan Nelson

Absent: Heidi Mestad, Amita Patel

Other Attendees:

Donna Drews (Mayo Civic Center (MCC)), Julie Gay (Freelance), Andy Krogstad (MCC), Jo Oeltjen (MCC), Randy Peterson (Post-Bulletin)

A. Call to Order

The meeting was called to order by Matt McCollom at 3:00 PM

B. Approval of Agenda

Motion to approve the agenda was made by Teresa Chapman, Second by Dan Nelson. Motion was approved.

C. Open Comment Period

Dan Nelson asked if it would be possible to have the people who came to the Mayo Civic Center Commission meeting state their name.

Sarah Clausen recognized Perry Spindler, a Mayo Civic Center Event Coordinator, for his work with Go Red Gala event.

D. Consent Agenda

00:00 Audio Tape

a. Council Item Review - None

b. Meeting Minutes

i. March 14, 2018 and April 11, 2018

c. Monthly Financial Report

i. April 2018 Bills & Income Statement

Matt McCollom pulled the Monthly Financial Report for more discussion.

d. Director's/Staff Report

e. MCC Committee Reports

f. Sales Report

Motion to approve the consent agenda with the exception of the Monthly Financial Report was made by Dan Nelson, Second by Teresa Chapman. Motion was approved.

Monthly Financial Report – the Mayo Civic Center ended the month of April in the black. It was a very busy month. Key things that happened – last year we were wrapping up construction at

this time and Presentation Hall was out of service until September of 2017. Dan Nelson asked about the profitability of some of the events. Venue optimization versus maximization. There were 300 unique events last year (this does not include internal events), 100 of those were meetings. Dan Nelson would like to see more about the number of priority bookings. Dan asked about the customer satisfaction survey information. The comments on the surveys provide more information than the numbers.

Motion to approve the Monthly Financial Report was made by Teresa Chapman, Second by Warren Harmon. Motion was approved.

E. Review Action Items from April 11, 2017 Meeting

23:29 Audio Tape

- a. RCVB 2019 Budget to be presented to MCC Commission at the October 2018 MCC Commission Meeting; MCC 2019 Marketing Plan to be presented to MCC Commission at the November 2018 MCCC Meeting
- b. Dan Nelson requested people observe the size of the American flag at the Mayo Civic Center. See if it is the correct size.

ACTION: Observe the size of the American flag at the Mayo Civic Center. See if it is the correct size.

Motion to approve the Action Items was made by Sarah Clausen, Second by Warren Harmon. Motion was approved.

F. New Business

25:33 Audio Tape

- a. None

G. Unfinished Business

25:30 Audio Tape

a. JLL Consulting Update

The consulting with JLL Consulting just got started today. Dan Fenton, the JLL Consulting consultant, was here Monday night, Tuesday night, and Wednesday. Meetings were scheduled from 7 AM to 7 PM. His report is due in December. He will be back a couple of more times. Dan Fenton wants us to keep working on the continuous improvement processes. The Value Streaming Process has not been adopted by the Experience Rochester Board. The MCC Commissioners would like the Experience Rochester Board to adopt the Value Stream Process. Matt McCollom and Dan Nelson will be attending the Experience Rochester's Strategic Planning session on June 5.

b. MCC Public Art Update

Starting on Monday, May 15, 2018, work will resume on with the Mayo Civic Center public art project. The Public Works Department is assisting to assure curb, ADA accessibility ramps, sidewalk, and traffic safety code requirements. Originally, temporary cement was poured around the public art and will be replaced with appropriate finishes and detail. Completion should take about four weeks.

H. Other Business

38:02 Audio Tape

Warren Harmon asked if Heidi Mestad will be replaced. Heidi has agreed to complete her term thru December 2018.

Donna Drews met with the new Executive Director from the Civic Theatre. The cars on the patio are for promotional services. MCC communicates regularly with the Rochester Civic Theatre and the Rochester Art Center and for planning purposes, they provide details on their activities and events.

The City of Rochester's Strategic Planning consultant is also currently in town. Hopefully, through this plan, the Council will define success, and what do they expect from the MCC, 125 Live, Rochester Civic Theatre, Rochester Art Center, Chateau, and Library. How does the Council envision mutually support and success for all.

I. Adjournment

53:41 Audio Tape

Meeting adjourned at 3:58 PM by Matt McCollom, Chair.

Next Meeting: Wednesday, June 13, 2018 at 3:00 PM