



**Mayo Civic Center Commission Meeting
Wednesday, November 14, 2018 – 3:00 PM
Mayo Civic Center Office Conference Room**

Attendees: Commission Members

Teresa Chapman, Sarah Clausen, Matt McCollom, Dan Nelson

Absent: Warren Harmon, Amita Patel, Quinn Proffer

Other Attendees:

Donna Drews (Mayo Civic Center (MCC)), Matt Esau (Experience Rochester), Mary Gastner (Experience Rochester), Julie Gay (Freelance), Andy Krogstad (MCC), Megan Malugani (Experience Rochester), Jo Oeltjen (MCC), Randy Peterson (Post Bulletin), Steve Rymer (City Administrator)

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 Sarah Clausen. Motion was approved.
Pull Financials

C. Open Comment Period

No Comments

D. New Business

0:00 Audio Tape

a. Rochester Convention & Visitors Authority – Steve Rymer, City Administrator

Steve Rymer presented and discussed the Rochester Convention & Visitors Authority and how it might look. Also there was a question regarding Rochester Sports – should they be part of the overall entity. The City will create a contract authorizing the Rochester Convention & Visitors Authority to oversee both Mayo Civic Center and Experience Rochester. The contract would include performance expectations and budgetary requirements. Prior to implementation, the City Council must approve and/or amend any recommendations. A presentation of the recommendations will be made at a special City Council Meeting on Nov 28, 2018. Mr. Rymer said in all likelihood any transitions will require 12-14 months for full implementation. Mr. Rymer is working with City HR and Experience Rochester and their Board on how to work through this.

E. Consent Agenda

13:00 Audio Tape

a. Meeting Minutes

i. October 10, 2018

b. Monthly Financial Report

We are showing a profit of \$829,000 with the lodging tax funding; before lodging tax our loss is \$450,000 (last year at this time, we were at a \$1.2M loss through October 2017). The estimate is that we may end up for 2018 with a \$1.1M loss – this will be about \$700,000 less than what was budgeted for a loss. November and December usually have a lot of expenses that come in. Our lodging caps at \$1.8M.

- c. October 2018 Bills & Income Statement
- d. Director's/Staff Report
- e. MCCC Committee Reports
- f. October Sales Report

Motion to approve the consent agenda was made by Sarah Clausen, Second by Dan Nelson. Motion was approved.

F. Review Action Items from October 10, 2018 Meeting

21:25 Audio Tape

- a. Experience Rochester 2019 Budget Feedback Marketing Plan Due in November
No feedback was brought forward to Donna Drews or Mary Gastner
- b. Mayo Civic Center Commission Members Provide Input on 2019-2023 Strategic Plan
No feedback was received on the 2019-2023 Strategic Plan

G. Unfinished Business

23:25 Audio Tape

- a. MCC 2019 Marketing Plan Update

Motion to approve the MCC 2019 Marketing Plan was made by Dan Nelson, Second by Sarah Clausen, Motion was approved.

- b. Experience Rochester 2019 Budget Approval

Motion to approve Experience Rochester's 2019 Budget was made by Teresa Chapman, Second by Dan Nelson. Motion was approved.

- c. 2019 – 2023 Strategic Plan Update

Donna Drews asked for the MCCC's permission to focus on 2019 – primarily sustaining operation and filling the job openings. Dan Nelson commented that it makes sense to focus on 2019 and on the people. Sales is continuing with the current model. MCC now has four Signature Caterers; Hy-Vee no longer wishes to participate as a Signature Caterer.

H. Other Business

37:09 Audio Tape

Andy Krogstad discussed the Eagle Brook Church facility rental and requested sound system shared purchase. They are requesting CH Mayo Presentation Hall and 11 Suites for weekly facility rental; and want to install a concert quality sound system (the cost is approximately \$300,000). The rental period they are requesting is August 2019 through the end of 2022. They would pay a quarter in advance. The agreement proposed is one in which MCC would cost share the purchase of the sound system (MCC would spend \$35,000 per year for the first three years and \$45,000 in year four – maximum expenditure would be \$150,000). At the end of the four years, the sound system would be the property of the City of Rochester.

Motion to approve the capital investment (the sound system equipment) and the use permit was made by Teresa Chapman, Second by Dan Nelson. Motion was approved.

I. Adjournment

1:02:47 Audio Tape

Meeting adjourned at 4:06 PM by Matt McCollom, Chair.

Next Meeting: Wednesday, December 12, 2018 at 3:00 PM