



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

Attendees: Commission Members

Teresa Chapman, Sarah Clausen, Warren Harmon, Matt McCollom, Heidi Mestad, Dan Nelson,
Amita Patel

Other Attendees:

Donna Drews (Mayo Civic Center (MCC)), Matt Esau (Experience Rochester), Mary Gastner (Experience Rochester), Julie Gay (Freelance), Dave Goslee (City Attorney's Office), Brad Jones (Experience Rochester), Andy Krogstad (MCC), Erin O'Brien (KTTC), Jo Oeltjen (MCC), Erin Okins (MCC), Randy Petersen (Post Bulletin), Catharine Richert (MPR)

A. Call to Order

The meeting was called to order by Matt McCollom at 3:01 PM

B. Approval of Agenda

Motion to approve the agenda was made by Amita Patel, Second by Heidi Mestad. Motion was approved.

C. Open Comment Period

No Comments

D. Consent Agenda

Council Item Review - None

- a. Meeting Minutes
 - i. February 14, 2018
- b. Monthly Financial Report
 - i. February 2018 Bills & Income Statement
- c. Director's/Staff Report
- d. MCC Committee Reports
- e. Sales Report

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

E. Review Action Items from February 14, 2017 Meeting

- a. RCVB 2019 Budget to be presented to MCC Commission at the October 2018 MCCC Meeting; MCC 2019 Marketing Plan to be presented to MCC Commission at the November 2018 MCCC Meeting
- b. Update New Commission Members on PriceWaterhouseCooper Report – Brad Jones
A meeting is scheduled with Warren Harmon and will schedule a meeting with Sarah Clausen soon.
- c. MCC Sculpture Announcement – Erin Okins & Mary Gastner
There was handout on the sculpture. The Downtown Alliance in their new brochure has a reference to the tapered arch-shaped sculpture. No firm date as yet with all of the components that will be included. The Rochester Art Center has expressed an interest in having an artist's presentation when Po Shu is available. The artwork is an extension of his identity, so Po Shu will be the person to name the artwork.
- d. Review 2017 Lost Business Report and Recommend Possible Solutions – Brad Jones

The lost business – how much the City lost in economic impact and why is included in the information presented. This report is for us to learn from and understand so Experience Rochester does not lose business opportunities. When decisions to book or not book at the Mayo Civic Center go to a committee or a board for the decision, we tend to lose. There were 37 events lost that went to a committee or board. Amita Patel recommended the sales people attend the committee or board meeting where the decision is being made. Brad Jones said the sales people ask if they can attend and sometimes they are allowed to attend. Amita Patel then asked if sales people ask their hotel partners to attend with them. The leads for the Lost Business Report are all qualified leads.

F. New Business

a. Fiscal 2017 Financial Results – Andy Krogstad

Andy Krogstad reviewed the Fiscal 2017 Financial Results. Andy showed charts by categories as he discussed them. Property insurance costs increased 54%.

b. City Council Committee of the Whole, March 26, 2018 (MCC Budget Forecast Discussion) – Donna Drews

The MCC Budget Forecast discussion for the Committee of the Whole will be March 26, 2018. This will be a five-year plan. The five-year plan is based on current assumptions. This is the first step.

c. Proposed Shared Use Agreement with Rochester Public Library – Donna Drews

MCC has been asked to coordinate with the Rochester Public Library on a Shared Use Agreement. The library would like to use room(s) at the MCC when their meeting rooms are already booked. City Council approval is needed to formalize this arrangement. Only MCC costs would be covered – there would not be any revenue from this agreement realized. This is a pilot program.

Motion to approve was made by Heidi Mestad, Second by Teresa Chapman. Motion approved.

G. Unfinished Business

a. Arena Task Force Update – Donna Drews

There is no update on the Arena Task Force.

b. Value Stream Mapping Process Update – Donna Drews

Several Value Stream Mapping Process meetings have taken place. There was discussion on the four steps that are complete. There are still some Step 1 items being worked on. Step 2 items are being worked, too. There are four that are completed. The DocuSign process for Ungerboeck is being worked on. The target implementation is by the end of March.

H. Other Business

Some money has been spent on updating the restrooms in the older portions of the building. The City is working on a Strategic Planning process. This plan is a big step for the City of Rochester. There has not previously been a plan or expectations listed.

There was some discussion about policies of when a person exits an MCC venue and why they are not able to re-enter. In the situation mentioned, the MN State High School League does allow readmission.

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

I. Adjournment

Meeting adjourned at 4:24 PM by Matt McCollom, Chair.

Next Meeting: Wednesday, April 11, 2018 at 3:00 PM