



MINNESOTA'S ROCHESTER
**MAYO CIVIC
CENTER** CONVENTIONS
& EVENTS

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**Mayo Civic Center Commission Meeting
Wednesday, April 11, 2018 – 3:00 PM
Mayo Civic Center Office Conference Room**

Attendees: Commission Members

Teresa Chapman, Warren Harmon, Matt McCollom, Dan Nelson, Amita Patel

Absent: Sarah Clausen, Heidi Mestad

Other Attendees:

Donna Drews (Mayo Civic Center (MCC)), Matt Esau (Experience Rochester), Dave Goslee (City Attorney's Office), Brad Jones (Experience Rochester), Ché Lopez (community Resident), Andy Krogstad (MCC)

A. Call to Order

00:08 Audio Tape

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

B. Approval of Agenda

00:09 Audio Tape

Motion to approve the agenda was made by Teresa Chapman, Second by Amita Patel. Motion was approved.

C. Open Comment Period

00:17 Audio Tape

Judy Hickey representing the Children's Dance Theatre commented on their production in Presentation Hall.

Ché Lopez, a community resident, commented on the low wages, the housing crisis and the use of taxpayer money.

D. Consent Agenda

06:50 Audio Tape

Council Item Review - None

- a. Meeting Minutes
 - i. March minutes will be available in May
- b. Monthly Financial Report
 - i. March 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 Amita Patel. Motion was approved.

E. Review Action Items from February 14, 2017 Meeting

07:14 Audio Tape

- 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 as stated in the City's Agreement with Rochester Convention and Visitors Bureau.

- b. Engaging the local arts groups when we finally complete the public art sculpture – very disappointed to tell you the frost is not out of the ground. Currently there is not a date for this to move forward toward completion.

F. New Business

09:29 Audio Tape

- a. City Council Agreement, Scope of Services and Timeline with JLL – Consultant
Dan Fenton will be heading this up. This assessment will start on May 2, 2018 and be completed by the first of the year.
- b. 2019 Priority Based Budget Process
The budget process is much accelerated from previous years. Staffing requests were due last week and this week the Revolving Equipment due this week.

G. Unfinished Business

12:58 Audio Tape

- a. Shared Use Agreement with Rochester Public Library
The Rochester Public Library has not used any of MCC's space yet. The formal approval will go before the City Council on April 16 for approval. They have the Mayo Civic Center Commission's recommendation in support of it.
- b. Value Stream Mapping Process Update – Donna Drews
The monthly meetings have continued and we are into Step 2 of the overall process. There are still three tasks left from Step 1. Experience Rochester has strategic planning in June and they will take up two items up that pertain to the Value Stream Processing. Dan Nelson suggested that Dan Fenton should be made aware of the Value Stream Process when he comes rather than a couple of months later.

H. Other Business

17:04 Audio Tape

Donna Drews reviewed updates to MCC's Strategic Plan. Some highlights are: Page 1, #3 – Ways to maximize revenue opportunities ... will be reviewed with the Consultant. Page 3, #1 – Building trust ... will also be reviewed with the Consultant. Also Marti Abts did participate in the February Marketing Committee meeting and Warren Harmon has agreed to help us out on that committee. The other activities are continuing to be worked on.

Donna Drews found a Convention Cost Analysis report that was done by the Rochester Convention and Visitor's Bureau (now known as Experience Rochester) back in 2016. Donna is going to use this report as a basis to update and benchmark for 2019. Matt McCollum requested Donna email the report to the Commissioners. Matt McCollom asked about the accessibility for all – what is being done so guests don't have to hunt to ADA access information. Donna Drews talked about some of things that are being done: staff are being assigned to each entrance and we've done some more proactive work with wheelchair accessibility. We do have some work to do on handicap parking. Donna has had a conversation with Public Works. When some of the construction concludes, we hope to take some parking and designate it as handicap parking on Frist Street. Public Works does not favor street-level parking for handicap services because those spaces take up so much room. Also additional benches have been placed in more strategic places for guests to rest if they have a long distance to walk. On our very busy nights, we have added a Guest Services Desk. Dan Nelson asked if the Mayo Civic Center has ever had valet parking. There has not been valet parking at the Mayo Civic Center.

Dan Nelson asked Judy Hickey if there were improvements that Judy Hickey noticed since they had rented the Presentation Hall previously and now have used it since it has been remodeled. Judy said it was noticeable the things that were improved. Audience members made comments that the sound system was greatly improved.

I. Adjournment

28:14 Audio Tape

Meeting adjourned at 3:30 PM by Matt McCollom, Chair.

Next Meeting: Wednesday, May 9, 2018 at 3:00 PM