

River's Edge Convention Center Advisory Board Meeting

November 12, 2013 Meeting Notes

Members Present: Scott Raden, Gary Berg, Jodi Domier, Patti Gaetz, Linde Feuling and Dan Barth

Members Absent: Jim Graves

Others Present: Tony Goddard, Division Director, Rich Gallus, Sales Consultant and Dianne Koch, Office Supervisor

1. The meeting was called to order at 5 pm by Scott Raden.
2. Approval of Minutes. The minutes from the October 8, 2013 meeting were approved as submitted. Gary Berg/Jodi Domier moved approval. Motion carried unanimously.
3. Introduction of New Staff. Tony introduced Richard Gallus as the new Sales Consultant for River's Edge Convention Center. Rich's starting date was November 4, 2013. Dianne Koch was introduced as the new Office Supervisor. Dianne's starting date was October 30, 2013.
4. Sampling Booth Guidelines. Tony asked that this item be tabled.
5. Progress Report and 2014 Work Plan. Tony asked that this item also be tabled. Copies of the River's Edge Convention Center Expansion Project Status and Request Summary dated 10/29/13 prepared by HMA Architects were distributed to board members.
6. Updates:
 - a. CVB – River's Edge Joint Marketing Plan. The Joint Marketing Plan has been edited by Julie Lunning of the CVB. Tony indicated that Bill, Rich and he will be meeting during the upcoming week to review it. Rich expects to have the accountability portion of the plan completed prior to the January 2014 advisory board meeting.
 - b. Information Kiosks. Tony advised that the information kiosks will be installed by the end of November. Media USA continues to sell advertising.
 - c. Automated Calendar. A delivery and installation date for early December 2013 has been promised.
 - d. Catering Relationships. Tony stated that staff continues to work on its relationship with the Holiday Inn as well as continuing to work on various issues. The contract for liquor sales at River's Edge

will be put out for bid in the spring of 2014. Staff is expecting more businesses to bid on the contract since the pricing system has been adjusted.

Staff did not receive any adverse reaction from food caterers as a result of the increase in the food commission fee from 7 percent to 12 percent.

Bill reported that he is working with the City Attorney to add enforcement language to the River's Edge rules and regulations relating to caterers. The impetus was a recent incident in which a caterer failed to deliver food in an appropriate manner for an event held at the convention center.

Tony advised that staff has concerns that the Convention Center's kitchen facilities may not be able to keep food heated at proper temperatures. Tony indicated that he would like to discuss this issue at a future meeting of the advisory board.

7. Financial Reports. Tony reported that the October Financial Report for River's Edge was not yet available from Finance. Copies of the 2014 budget for the River's Edge Convention Center were distributed to members for review. Tony advised that the budget will be submitted to the City Council on November 18, 2013 for discussion and approval. Members reviewed and discussed the budget at length.

Tony advised that his employment contract with the City expires on December 31, 2013. One of the recommendations of VenuWorks was that the position of Director be filled on a permanent basis. Tony feels that staffing questions may be answered once the City Council adopts the 2014 budget.

8. Other Business.

Tony reported that there would be advisory board meeting in December and that the board would meet in January on the second Tuesday of the month (January 14, 2014).

Gary asked if the advisory board made recommendations that resulted in saving money or generating income, will these additional monies remain in the budget of River's Edge or be distributed to other City entities such as the MAC. If money from River's Edge continues to support the MAC, then Gary feels that the MAC should have an advisory board as well. Tony stated that this is a concern of the staff and that the issue is under discussion with City Administration.

Dan inquired about the advisory board's next project. Tony indicated that there are a number of smaller projects that need to be addressed such as Wi-Fi issues and whether to bid the liquor contract or go in-house. Gary asked if the pop was on a contract. Tony indicated that the pop contract is bid out by venue and so some City facilities may offer Coke products while others offer Pepsi.

9. Adjournment. Dan Barth and Linda Feuling moved to adjourn. Motion carried unanimously.