

River's Edge Convention Center Advisory Board Meeting September 8, 2015 Meeting Notes

Members Present: Linda Feuling, Jodi Domeier, and Patty Gaetz

Members Absent: Scott Raden, Dan Barth, and Julie Lunning

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

1. Convene. The meeting was called to order at 5 pm by Tony Goddard.
2. Approval of Minutes. The minutes from the May 12, 2015 meeting were approved as submitted. Linda Feuling moved approval and Jodi Domeier seconded. Motion carried unanimously.
3. Financial Reports: Tony presented the financials for the first six months of 2015, which looked good financially. Many of the recommendations of the Advisory Board have been adopted and are paying off financially for the Convention Center.

Tony advised that in January 2016 the City will implement new financial software that will allow instant access to the financial information of the Convention Center and MAC. Financial reports will be available day by day as opposed to end of month.

Tony also added that letters were mailed in July to each caterer currently licensed by the City informing them that the catering commission would increase from 12 percent to 15 percent effective January 1, 2016.

The current parking ramp project on 5th Avenue has been redesigned and will go out for bid on September 22, 2015 with an October deadline for bids. Tony distributed copies of the current parking ramp design. It is the City's intent to start building this fall with a completion date of August 2016. There will be no direct access to the Convention Center from the parking ramp. Customers will use a stair tower. There are five levels to the parking ramp with levels 3, 4 and 5 being built over 5th Avenue.

A full time employee will be hired soon to work in the Operations area of the Convention Center. Applications were accepted and interviews conducted and a candidate has been offered the position. The City Human Resources Department is currently working on completing the hiring process. The Convention Center will continue to rely on Atlas Staffing to supply workers during busy event times.

4. Operational Report. Bill discussed the Convention Center Schedule of Events for May, June and July. The building was busy during May and early June, when the summer slowdown began. July was spent doing routine maintenance such as repairs, painting, and cleaning carpets and granite flooring. Bill added that over 6000 chairs were cleaned and repairs made to those in need.

The LED retrofit lighting project is underway. Terry Haws Center C has been completed and work in the Glenn Carlson Hall will begin in a week or so. The system allowing lights to be controlled individually is being worked on as well. The lights will consume one-third less energy and the Convention Center will recoup its investment in approximately 4 years.

Bill also advised that the audio system, HVAC and roof of the building will need major repairs in the near future.

The part time position of concessions/food and beverage manager is currently vacant. The position has been advertised and is expected to be filled soon.

5. Marketing Report. Rich Gallus reported that Dayta Marketing is actively promoting the building through social media.

Rich indicated that he is working with iStyxX to develop an app for conference attendees who wish to upload the conference agenda onto a personal device. He is also working on bringing a charging station into the building.

6. Executive Director's Report. Tony advised that he is still working on the proposal in which the River's Edge Advisory Board will be authorized to contribute towards a management and operation review of the Municipal Athletic Complex (MAC). He will keep the members advised of his progress.

The MAC had two managers with one of them leaving City employment September 1, 2015. It has been discussed that possibly the MAC should have one manager and one assistant manager. Tony and staff are meeting with representatives from St. Cloud State, the Rox, and area high schools to help determine what their future needs will be and how the MAC can best respond to their needs.

Tony also discussed his desire to conduct a thorough study of all of the recreational facilities located within the City of St. Cloud owned and operated by St. Cloud State University, School District 742, and the City. The study will be expensive but will investigate current facilities and

their uses, along with improvements needed, and provide future demographics for the area. Matters that will be reviewed are the increase in popularity of lacrosse and golf disc, and the future plan to combine the two public high school hockey programs into one, which will result in decreased revenue for the MAC. Tony indicated that he will continue to pursue this matter.

7. Tour. Members of the Advisory Board were given a tour of Terry Haws Center C to obtain a first-hand look at the new lighting in the exhibit hall.

8. Other Business. None at this time

9. Adjournment. The meeting was adjourned.