

## **Five Flags Commission Meeting Monday June 28, 2010**

**Present:** Bryce Parks, Sue Balsamo, Rod Bakke, Cindy Fuller, Don Howes, and Ali Levasseur

**Absent:** Barb Kurt

Commissioner Parks called meeting to order

**Approval of Minutes:** Commissioner Parks motioned to approve minutes of May 24, 2010 meeting. Commissioner Balsamo seconded the motion, all approved.

### **Old Business:**

- Commissioner Bakke Signed Oath as Commissioner for another three year term. Barb Kurt will stay on commission, signing her oath at next meeting. Marilynne Field will be new commissioner; she was informally invited to this meeting. Commissioner Fuller reports she is out of town and sure Marilynne will join us at the next meeting.
- Commissioner Balsamo reports the Theater Committee will meet tonight, June 28 to prioritize projects to finish by October and to get budget numbers together.

### **New Business:**

No New Business reported at this time.

### **Financial Manager Don Howes delivered the following reports:**

#### **Operations Department:**

- Re-keying facility exterior and interior door locks.
- Gearing up and making, maintaining, and removing ice for Fighting Saints try-out camp. All systems (dehumidification, compressors, edger, zamboni all performed at top level). Commissioner Fuller suggested Mystique Ice Arena may not be finished on time; therefore, Five Flags should be prepared for them to look to us for ice again.

#### **Marketing, Promotions, and Events Interests:**

- In May and June, numerous community events were held in the theatre including dance recitals, high school musicals, a wedding, IBM corporate meetings, and the nationally touring Artie Shaw Orchestra. Performing arts productions were held in the Bijou and the arena held mixed martial arts, hockey try-out camp, and high school graduations.
- Five Flags and Holiday Inn partnered and responded to two RFP's - NAIFA (National Association of Insurance and Financial Advisors) and Wisconsin Saengerfest. Both organizations released their hold dates.
- Finalized "rain site" plans and details with DSO's Independence Pops event.
- Monitored Fighting Saints try-out camp.
- Dubuque CVB rented a sky box at an Iowa Cubs game for the purpose of meeting and greeting various state-wide meeting planners (typically holding their meeting in Des Moines). Jenni Welsh and Joyce White represented Five Flags at this event.

**May Events:**

- Wahlert Musical “*The Children of Eden*” – May 1, 2
- Arena Pops “*Abbamania*” – May 1
- Melanie Devaney in Concert (Bijou) – May 7
- DSO Youth Concert - May 9
- Dubuque Art Theatre (Bijou) – May 20-23
- *IBM Interviews (Upper Promenade)* May 18, 19, 20 (confirmed)
- Studio 5678 – May 13, 14, 15, 16
- *United Way Annual Banquet for 275-300* – May 25 (will be rescheduled)
- DHS Graduations – May 28-30
- FBN (Bijou) – June 4-6 & 11-13
- City Meetings (May 5, 11, 25 – two meetings, and 26)

**June “primary” Events:**

- Pinnacle MMA – Combat 5 – June 5 (\$12.26 per cap concessions)
- X-treme Dance – June 6
- FBN – (Bijou) June 4-6 & 11-13
- Fighting Saints Tryout Camp – June 13-19
- Artie Shaw Orchestra – June 12
- America’s River Festival Tickets – June 12
- IBM Meeting – June 17
- Lindsay Nickol Wedding – June 19
- Rain Site – DSO Independence Pops – June 26

**Financial, HR, Accounting Reports:**

- May monthly financials reported we came in under budget by \$1,500. Adjusted to the forecast for June 30, reflect we will beat our benchmark by \$15K.
- Monthly Income Statement
  - Total Event Income Current Month Actual \$23,765; Budgeted \$10,490
  - Total Event Income YTD Actual \$230,963; Budgeted \$261,487
  - Utilities Current Month Actual \$12,479; Budgeted \$8,905
  - Utilities YTD Actual \$244,808; Budgeted \$261,435
  - Net Income (Loss) YTD Actual \$696,679; Budgeted \$690,169
- Rolling Forecast, Projections at year-end
  - Rental Income Actual \$140,605; Budgeted \$122,201
  - Adjusted Gross Income Actual \$387,207; Budgeted \$350,690
  - Net Income (Loss) Actual (\$766,387); Budgeted (\$781,087)

**Box Office “On-Sales”:**

The Box Office closed for the summer at the close of business on June 11. Five Flags has no event tickets currently on sale. Should an event be placed on sale during the summer, clients may purchase events on-line or by coming by Five Flag administrative offices where a staff person will open the Box Office for the transaction.

**F&B Department:**

- MMA event was profitable for the F & B Department, with \$12.26 caps.
- Management determined to limit concession sales during Fighting Saints Tryout Camp to the “All Star Game”, capping the Fighting Saints Tryout Camp, on Saturday, June 19. Decision was based on projected costs of operations and sporadic attendance – considering we have no other events on our event calendar for the summer.

**Staff Development:**

- Don Howes completed the first of a two year program by attending IAAM’s Public Assembly Facility Management School at Oglebay Retreat in Wheeling West Virginia.

**Other:**

- Commissioner Balsamo will continue to sit on the Theater lobby committee and meet back with the commission as needed.
- Commissioner Bakke motioned to thank Sue Balsamo for all of her work on the Commission during her term, Commissioner Parks 2<sup>nd</sup>, all approved.
- Commissioner Bakke moved to skip July meeting, making next meeting August 23, 2010. Commissioner Fuller 2<sup>nd</sup>, all approved. Ali will forward June meeting minutes to Marie Ware and Barb Kurt.

**Adjournment of Monthly Commission Meeting:**

Commissioner Balsamo motioned to adjourn the meeting. Commissioner Parks seconded. All Approved.

***Next meeting: in the General Manager’s Office on Monday August 23, 2010 at 4:00PM. Five Flags staff will place a call “Thursday before” and a “Monday of” email to remind commissioners of the meeting.***