

Five Flags Civic Center Advisory Commission Meeting Monday October 26, 2015

COMMISSIONERS PRESENT:

COMMISSIONERS Bryce Parks
ABSENT:

STAFF PRESENT: Joyce White, Shaun Rice, Don Howes, Ali Levasseur

OTHERS PRESENT: Marie Ware

**MINUTES
APPROVED;
VOTE:** Commissioner Bakke motioned and Commissioner Daugherty seconded, to approve the minutes of the July 27, 2015 meeting. The motion passed unanimously.

NEW BUSINESS: Commissioners and staff present at meeting introduced themselves to new Commissioner A. Alanda Gregory.

Commission Chair Hill conducted the Oath of Office for commissioner Gregory. Commissioner Gregory will serve on the commission term through June 29, 2016, filling a vacant seat.

Original oath document will be returned to City Clerk's Office, hard and digital copies will be kept at Five Flags Center.

OLD BUSINESS: Commissioner Daugherty asked how the DBQCon event went

- Director Rice stated that the event went well overall. The vendors were all on board for next year, and promoter was researching a 2016 date.

Marie Ware reported she is still working with consultants for City's Arts and Culture Master Plan before sending the RFP on the structural and feasibility study of Five Flags Center.

MARKETING PROMTIONS & EVENTS REPORT:

General Manager, Joyce White, reported on past quarter marketing initiatives and event highlights. Printed copies of the report were included in the Commissioner's meeting packet.

Event Manager, Ali Levasseur, reported that Kelly Spreitzer is continuing to build the new website to be mobile friendly and improving SEO.

OPERATIONS REPORT:

Director of Events and Operations, Shaun Rice, reported on Operations activities for the quarter in the areas of Safety Committee meetings; routine maintenance; technical operations; and CIP activity. Printed copies were included with the Commission packet.

Rice also reported that Five Flags Center is leading the pack among SMG buildings relative to completing the required Emergency Planning with a local security team.

- Marie Ware pointed out the importance of this recognition from SMG corporate for a building of Five Flags size.

Rice continued to discuss the details of specific needs for Five Flags to become fully ADA compliant.

- Commissioner Daugherty asked if the cost of ADA compliant work would come out of the General Operating Budget. General Manager White stated that it would roll into the CIP budget of the city.
- Marie Ware discussed the city has reviewed all city buildings in terms of ADA compliant issues, and will be working on updating all buildings. Five Flags, along with others, has many steps to reach full compliance.

FINANCIAL REPORT:

Director of Finance, Don Howes, delivered the quarterly financial report. Quarterly financial statements were provided in the Commission packets.

CORPORATE INITIATIVES:

General Manager, Joyce White, reported on SMG Corporate initiatives during the first quarter of FY16 and details were included in the printed packet.

STAFF DEVELOPMENT REPORT:

General Manager, Joyce White, reported on Staff updates and activity occurring during the first quarter and details were included in the commission packet.

OTHER BUSINESS:

General Manager, Joyce White, informed Commission her official retirement date is December 31, 2015. She will continue to serve on her boards through the fiscal year.

Commissioner Hill and all Commissioners congratulated White on her retirement, thanked her for her work, and wished her luck on her new chapter in life.

Commissioner Bakke stated that he will not sign on for another term with the Five Flags Civic Center Commission, he will retire at the end of his current term June 29, 2016.

ADJURN; VOTE:

Motion to adjourn was made by Commissioner Bakke, seconded by Commissioner Daugherty. The motion passed unanimously.

NEXT MEETING:

Next quarterly meeting held in the General Manager's Office on Monday January 25, 2016 at 3:30PM. Five Flags staff will place an email "Thursday before" to remind commissioners of the meeting.