

Five Flags Civic Center Advisory Commission Meeting Monday January 25, 2016

Approved by Commission 3/28/16

McKenzie Hill, Rod Bakke, Tyler Daugherty, Bryce Parks

COMMISSIONERS PRESENT:

COMMISSIONERS
ABSENT:

STAFF PRESENT: HR Cook, Shaun Rice, Don Howes, Kelly Spreitzer, Ali Levasseur

OTHERS PRESENT: Marie Ware

MINUTES
APPROVED;
VOTE:

Commissioner Bakke motioned and Commissioner Parks seconded, to approve the minutes of the October 26, 2015 meeting. The motion passed unanimously.

NEW BUSINESS:

New General Manager, HR Cook, introduced himself to the commission. Cook has been setting up meetings with commissioners individually to meet them and discuss the Five Flags Center. Cook gave his bio and experience within the entertainment industry and discussed the plans to continue to partner with community organizations.

Commissioner Bakke stated that he will be staying on the commission through December 2016.

Commissioner Bakke began discussion on changing the commission meeting times from quarterly to bi-monthly (every two months). The Five Flags Civic Center Commission will now meet every other month on the last Monday at 3:30PM. Commissioner Bakke motioned and Commissioner Daugherty seconded. The motion passed unanimously.

Ali Levasseur will work with City Clerk's office to make any necessary changes in code for this change in scheduled meeting times.

Commission and staff discussed that each meeting will be held in a different location at Five Flags to help the commissioners see the different spaces within the building.

OLD BUSINESS:

Levasseur reported that the original oath document for Commissioner Gregory has been returned to City Clerk's Office, hard and digital copies are available at Five Flags Center.

Commissioner Hill asked for any updates on the Feasibility Study. Marie Ware reported she had discussed with the Director of Economic Impact and the City's Arts and Culture Master Plan study should be released in March. When the plan is approved, bids can be sent out for the Five Flags study. Commissioner Daugherty asked what the commissioners could do at this time to help the study. Ware discussed the city's public input budget session scheduled Thursday February 18, 2016 was a perfect time for the commission to speak in support of the study and the center. Commissioner Bakke suggested that the commissioners reach out to new and old city council members and remind them of the importance of this study and

the Five Flags Center.

MARKETING PROMTIONS & EVENTS REPORT:	Marketing Coordinator, Kelly Spreitzer, reported on past quarter marketing initiatives and event highlights. Printed copies of the report were included in the commission packet.
OPERATIONS REPORT:	Event Manager, Ali Levasseur, highlighted the booking information on the Events by Quarter page within the packet. Many new February events were booked in the last two weeks.
FINANCIAL 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.
CORPORATE INITIATIVES:	Director of Finance, Don Howes, delivered the quarterly financial report. Quarterly financial statements were provided in the commission packet.
STAFF DEVELOPMENT REPORT:	General Manager, HR Cook, reported on SMG Corporate initiatives during the second quarter of FY16 and details were included in the printed packet.
OTHER BUSINESS:	Commissioner Bakke brought up the Toys for Tots Kids' Christmas event that Commissioner Parks produced at Five Flags in December. Parks thanked the building for working with him on the event and discussed how the event could not have happened for this community without the City of Dubuque Police Department, some sponsors and Five Flags. Over 2,000 Dubuque community members attended the event and he is already planning for the 2016 event.
ADJURN; VOTE:	Motion to adjourn was made by Commissioner Bakke, seconded by Commissioner Parks. The motion passed unanimously.
NEXT MEETING:	<i>Next bi-monthly meeting held in the General Manager's Office on <u>Monday January March 28, 2016</u> at 3:30PM. Five Flags staff will place an email "Thursday before" to remind commissioners of the meeting.</i>