



## Five Flags Civic Center Advisory Commission Meeting

### Monday March 28, 2016

Approved by Commission 6/13/16

McKenzie Hill, Rod Bakke, Tyler Daugherty, Bryce Parks

#### COMMISSIONERS PRESENT:

#### COMMISSIONERS ABSENT:

**STAFF PRESENT:** Shaun Rice, Don Howes, Kelly Spreitzer, Ali Levasseur, Dan Holtkamp

**OTHERS PRESENT:** Marie Ware

**MINUTES APPROVED;  
VOTE:** Commissioner Parks motioned and Commissioner Daugherty seconded, to approve the minutes of the January 25, 2016 meeting. The motion passed unanimously.

**NEW BUSINESS:** Director of Finance, Don Howes reported General Manager, HR Cook, will be out of office on medical leave for 6-8 weeks. Cook was scheduled for surgery the next day, and Howes would keep the commission informed on Cook's recovery. Howes is the acting GM, Director of Events and Operations Shaun Rice will continue to work with all event bookings, Ali Levasseur will take most inquiries and pass them to correct staff. SMG Corporate are only staff members that may communicate with Cook while out of office.

Levasseur reported that Commissioner Gregory had received a position with the city of Dubuque and therefore resigned from the Five Flags Civic Center Commission. City Clerk's office will begin to advertise the open Commission spot.

Commissioners discussed inviting a few individuals to sit on the commission, Scott Thomas and Ralph Kluseman were brought up.

**OLD BUSINESS:** Commissioner Bakke 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 soon. When the plan is approved, bids can be sent out for the Five Flags study. Commissioner Bakke asked if the city would wait until Cook is back before working on the study. Ware stated they take that in to consideration, Cook has experience with these studies and was gathering information to be included in the RFP.

Commissioner Hill reported the good turnout for the city's public input budget session scheduled Thursday February 18, 2016. Five Flags Staff and two Commissioners were present. Ware reported the City Council noted the support of the community at the budget hearing and the city passed the budget as presented.

Ware continued to give update on the Theater tuck pointing, RFP will go on the next council meeting agenda to get the process beginning. When approved, RFP will go out for bid. City will push to get the actual tuck pointing finalized in calendar year 2016.

<b>MARKETING PROMTIONS &amp; EVENTS REPORT:</b>	Marketing Coordinator, Kelly Spreitzer, reported on past month's marketing initiatives and event highlights. Printed copies of the report were included in the commission packet. Spreitzer left meeting when report was over.
<b>OPERATIONS REPORT:</b>	Event Manager, Ali Levasseur, highlighted the booking information on the FY16 and FY17 Events by Quarter pages within the packet.
<b>STAFF DEVELOPMENT REPORT:</b>	Director of Events and Operations, Shaun Rice, reported on operations activities for the past months in the areas of Safety Committee meetings; routine maintenance; technical operations; and CIP activity. Printed copies were included with the commission packet.
<b>FINANCIAL REPORT:</b>	Event Manager, Ali Levasseur, reported on staff updates and activity occurring during the past months and details were included in the commission packet.
<b>OTHER BUSINESS:</b>	Director of Finance, Don Howes, delivered the two-month financial report. Financial statements were provided in the commission packet. Howes will be emailing the FY17 budget to Commissioners in the next week.
<b>ADJURN; VOTE:</b>	Technical Manager, Dan Holtkamp, stepped in as meeting was coming to a close and after adjournment, gave a tour of the Five Flags Theater for Commission members. Tour included the dressing rooms, pit area, Bijou Room, full house, and the second balcony. Dan shared historical information all throughout the tour.
<b>NEXT MEETING:</b>	Motion to adjourn was made by Commissioner Bakke, seconded by Commissioner Parks. The motion passed unanimously.
	<i>Next bi-monthly meeting held in the General Manager's Office on <u>Monday June 13, 2016</u> at 3:30PM. Five Flags staff will place an email "Thursday before" to remind commissioners of the meeting.</i>