



Five Flags Civic Center Advisory Commission Meeting

Monday June 13, 2016

Approved by Commission 7/25/16

McKenzie Hill, Rod Bakke, Bryce Parks

COMMISSIONERS PRESENT:

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ABSENT:

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

OTHERS PRESENT: Marie Ware

MINUTES
APPROVED;
VOTE:

Commissioner Parks motioned and Commissioner Bakke seconded, to approve the minutes of the March 28, 2016 meeting. The motion passed unanimously.

NEW BUSINESS: Event Manager, Ali Levasseur, reported that City Council had received Commissioner Bakke and Hill's application to renew for an additional term and vote will take place at June 20, 2016 meeting.

General Manager, HR Cook, took time to thank Don Howes for taking on the responsibility of acting GM while he was out of medical leave. Commissioner Bakke seconded Cook and also thanked the other staff present at the meeting.

OLD BUSINESS: Commissioner Bakke asked for any updates on the Feasibility Study. Marie Ware reported the City's Arts and Culture Master Plan study has not been released, and we cannot send out Request for Qualifications (RFQ) out until that information is released.

Cook and Marie stated that they have started drafting the RFQ. Ware discussed more of the process for commissioners understanding.

- The feasibility study will have a committee, this committee will draft the RFQ and discuss how to include building clients and general public in the study.
- Ware and Cook suggested a commission member should be on the committee.
- City Manager will need to approve the RFQ, then committee and City Council will approve the RFQ.
- After the RFQs have been sent out, and bids are back in, the committee will review bids and set up interviews with the bid companies as needed.
- The more organization with the RFQ, bid process, and interviews the quacking the stuff will go.

MARKETING
PROMOTIONS &
EVENTS REPORT: 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 discussed some of what she had learned at the Event and Arena Marketing Conference (EAMC) she attended in early June.

HR Cook discussed the plan to create partnerships with local media representatives to utilize trade to help events with smaller marketing budgets.

Event Manager, Ali Levasseur, highlighted the booking information on the FY16 and FY17 Events by Quarter pages within the packet.

OPERATIONS REPORT:	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.
STAFF DEVELOPMENT REPORT:	Event Manager, Ali Levasseur, reported on staff updates and activity occurring during the past months and details were included in the commission packet.
FINANCIAL REPORT:	Director of Finance, Don Howes, delivered the two-month financial report and event totals. Financial statements were provided in the commission packet.
OTHER BUSINESS:	Shaun Rice gave a short tour of the basement level for commissioners to see some of the equipment and areas discussed in meetings. Tour included Boiler room, compressor room, and storage rooms.
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 July 25, 2016</u> at 3:30PM. Five Flags staff will place an email "Thursday before" to remind commissioners of the meeting.</i>