

## **Five Flags Commission Meeting Monday May 24, 2010**

**Present:** Bryce Parks, Sue Balsamo, Rod Bakke, Marie Ware, Joyce White, Don Howes, and Ali Levasseur

**Absent:** Cindy Fuller and Barb Kurt

Commissioner Parks called meeting to order

**Approval of Minutes:** Commissioner Balsamo motioned to approve minutes of April 26, 2010 meeting. Commissioner Bakke seconded the motion, all approved.

### **Old Business:**

- Commissioner Bakke asked if Greg Orwell with the Dubuque Colts had made contact with Joyce. Joyce reported he had not, Commissioner Bakke will remind him touch base about possible rentals.
- Commissioner Balsamo reported Theater Lobby committee was moving along taking bids on construction, and will be meeting next week.
- Joyce White reported Barb Kurt will be staying on the Commission, leaving us one opening to fill.

### **New Business:**

No New Business reported at this time.

### **General Manager Joyce White delivered the following reports:**

#### **Operations Department:**

- City has provided four new personal Dell computers which will be distributed, according to rotation guidelines, among staff members.
- Commissioner Balsamo asked if any staff will be laid off or go to the new ice facility. Joyce explained she is working to keep all full time staff, Bob Richardson has moved to 1<sup>st</sup> day shift, Ron Swift has moved to 2<sup>nd</sup> shift. Part time Zambonie and ice care staff may move to new facility.

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

- Five Flags was named a “*finalist*” for the Iowa Recycling and Waste Management Conference in October, 2011. This was the first Meetings and Convention RFP Five Flags sought once operating restrictions were lifted by the City. The Marriott in Coralville is the other finalist. A site visit by the IRWM representative is scheduled for Friday, May and the announcement will be made in the following days. Joyce reported they were very pleased with the Theater and Bijou room. Expected attendance 350, Five Flags will work with Holiday Inn for catering meals for conference. Should hear by Friday May 28, 2010.
- Inked John Berry in Concert for Theatre on Wednesday, December 8, 2010. QueenB radio has come on as presenting sponsor. The concert will include 45 minutes of “hits”, a 20 minute intermission, followed by one-hour of Christmas music. John Berry has played here two times in the last five years, past attendance around 600.
- The Eastern Iowa Outlaws Roller Derby League in Cedar Rapids has signed a contract to play their 2010-11 season in Dubuque and they will call Five Flags their “*home*” arena. The roller derby season runs from October – April and bouts are played one Saturday night per month. Will have press conference to announce on June 5, 2010 at 11:00AM.
- Greater Dubuque Development Corporation has signed a contract with Five Flags to hold IBM’s second round of interviews on May 18, 19, 20. We have also made an additional contract with IBM for use of the theater on Jun 17, 2010.

- United Way has selected Five Flags to host their Annual Dinner. The event, originally set for May 25, was postponed and will be rescheduled.
- Submitted a bid to host the “auction portion” of the 2014 National Holstein Convention. The Grand River Center was awarded the primary convention.

#### **April Events:**

- AMP Live – Monster Trucks (3 shows, April 2, 3)
- DSO – April 10, 11
- City Expo – April 13
- City Spirit Lunch – April 14
- Blue Star Productions (merchandise sale) – April 16, 17, 18
- Tri-States Veterans Conference – April 24
- Wahlert Musical – April 29, 30, May 1, 2
- City Meetings – April 1, 8, 13

#### **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)

#### **Financial, HR, Accounting Reports:**

Don Howes give following Finance Report

- From Rolling Forecast
  - Adjusted Gross income Actual \$385,658; Budgeted \$350,690.
  - Employee wages & benefits Actual \$652,255; Budgeted \$801,993.
  - Total Indirect expenses Actual \$1,145,072; Budgeted \$1,131,777.
  - Total Net Income (loss) Actual (\$759,414); Budgeted (\$781,087)
  - Actual is below benchmark by \$21,673.
- From Income Statement
  - Total Ancillary Income Actual \$3,735; Budgeted \$12,827
  - Total Event Income Actual \$3,884; Budgeted \$33,259
  - Net Salaries and Benefits Actual \$74,017; Budgeted \$63,322
  - Net Income (loss) Actual \$107,576; Budgeted \$63,901
- Ali Levasseur has advertised, interviewed, hired, and will supervise an intern for the summer. The intern will be assigned the project of creating Five Flags new promotional marketing pieces for our meetings and conventions business. The intern winning the project is a senior at UW-Platteville.

#### **Current Box Office “On-Sales”:**

- Pinnacle MMA – Combat 5 - June 5
- Xtreme Dance - June 5, 6
- FBN – “*In Nigeria*” - June 4, 5, 6 and 11, 12, 13

- Artie Shaw Orchestra - June 12
- America's River Festival Tickets - June 12

**F&B Department:**

- Jenni, who oversees Five Flags recycling, has relocated the building's recycling center to the store room in order to provide more efficient pick-up and transfer in addition to freeing-up additional space in Gate C for summer camps and future catering opportunities.

**Staff Development:**

- Alyson Tasker and Jenni Welsh have completed the NICC Leadership Institute, a comprehensive seven session leadership training course. They join Don Howes and Joyce White (who graduated from the Institute in Fairbanks, Alaska) as Five Flags employees receiving this designation.

**Other:**

- Joyce reported she had just returned from Dubuque Chambers Intercity Leadership Visit to Pittsburgh PA. Dubuque and Pittsburgh have a great parallel, group met with Government and Private managed groups. Also visited the David L Lawrence Convention Center, a SMG building that is certified Green.

**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 June 28, 2010 at 4:00PM. Five Flags staff will place a call "Thursday before" and a "Monday of" email to remind commissioners of the meeting.***