

Five Flags Commission Meeting Monday August 23, 2010

Present: Bryce Parks, Rod Bakke, Cindy Fuller, Barb Kurt, Marie Ware, Joyce White, Don Howes, and Ali Levasseur

Absent: Marilynne Field

Commissioner Parks called meeting to order

Approval of Minutes: Commissioner Bakke motioned to approve minutes of June 28, 2010 meeting. Commissioner Parks seconded the motion, all approved.

Old Business:

- Ali Levasseur and Joyce White delivered Theater Lobby project updates and reported that the committee has broken project down into different phases. Following a meeting with Mike Van Milligan, Sue Balsamo, Joyce White, and Marie Ware, Van Milligan will ask the City Council to approve a dollar amount from city funds to go toward this project. Joyce reported Five Flags was able to find \$6,800 in unused CIP items. After City Council approves this money, the committee will continue applying for grants and searching for private or corporate donors. Commissioner Parks recommends placing a donation box in the Theater Lobby.

New Business:

- As part of the Theater's 100th Birthday celebration, Joyce White has scheduled a ribbon cutting through the Chamber of Commerce on November 16, 2010 at 3:00PM. Five Flags will create an invitation list to include current and past Commission members, city council, all original Five Flags committee members and/or their family; it will be open to the public as well.

General Manager Joyce White delivered the following reports:

Operations Department:

- CIP funds have been accessed and orders have been placed for the following equipment:
 - 1000 Clarin folding chairs
 - Pipe, drape, table skirts
 - Tables (banquet, conference, rounds, and specialty tables)
 - Floor scrubber
- Facility ice making equipment was accumulated and prepared for DICE's removal.
- General summer housekeeping maintenance (includes general interior work such as shampooing promenade carpets and chairs in permanent seating area, cleaning windows, etc.)
- General annual preventative maintenance (includes replacing HVAC filters, electrical ballasts, lamps, electrical outlets, etc.)

- Recent theatre roof leaks have resulted in damage to interior walls. Geise Company patched leak, but GM has requested Durrant to conduct further inspection for any residual structural damage. On August 18, Durrant architects and engineers inspected roof decking and adjacent joists for rotting. Additional inspection was requested for the east mansard roof. Awaiting report and recommendations at date of this report.
- One of two theatre air-conditioning units failed during August. The unit's compressor failed but is under warranty and will be replaced. The remaining unit was able to keep theatre cool for summer children's stage performance.
- External Fire Escape of Theater counter weights have begun to rust, calls were made about inspection, there is not required inspection. Request for bids on repairs are going out.
- Commissioner Fuller asked about the diligence of the maintenance staff, suggests an annual internal inspection. These small problems could be fixed before it causes a large costly repair. Commissioner Bakke agrees.

Marketing, Promotions, and Events Interests:

- Currently working on show detail for Michael Feldman's Whad'Ya Know, TNA, The Three Magicians, Mannheim Steamroller, and Outlaws Roller Derby.
- A summer intern was hired to produce a new marketing collateral piece. Good progress has been made and the piece should be ready in early September. This is the first new marketing booklet Five Flags has issued since meeting and convention business was restricted at Five Flags and directed to the Grand River Center in 2004.
- A new website is currently in the early stages of re-design. The summer intern's service has been extended to include this project.

July and August "primary" Events:

- Seussical Junior – July 5 – August 6 (show production in Bijou Room)
- Seussical Junior – August 9-15 (main stage rehearsal and four shows)
- Outlaws Roller Derby "Meet and Greet" – July 24
- Outlaws Roller Derby "practice" – July 31 and August 28
- Civil Service Exams – July 21 and August 11
- City Engineering Meeting – July 21
- Youth Talents – Main Event – July 30 (theatre)

Don Howes delivered following report:

Financial, HR, Accounting Reports:

- JR Richardson was out on sick leave from July 22 until August 16.
- Jenni Welsh, F & B Manager, resigned and accepted a position with IBM. Her last day with Five Flags was August 4. Commissioner Bakke complimented Jenni on her fine work during her tenure at Five Flags.
- Period "period 13" data from the City of Dubuque hit the YE projections by an additional \$2K for "copy/reproduction assessments". The City has not previously assessed "departments" for copy costs. Going forward into FY11, the City's monthly departmental expense spreadsheet will reflect the copy costs; therefore not hitting the departments with unexpected year-end costs in Period 13.

- FY10's benchmark was \$781,882 FY11's benchmark is \$797,520
- FY10 loss was \$768,191
- SMG / City split \$ 13,691 SMG split \$6,845.50 (*I'd projected \$7.5K*)

Box Office "On-Sales":

- Seussical Junior
- Dubuque Symphony Orchestra
- Mannheim Steamroller

On June 11, the Box Office had closed for the summer as Five Flags has no event tickets currently on sale. Adding Seussical Junior to the event calendar and an early on-sale of Mannheim necessitated the box office re-open.

F&B Department:

- Until a part-time replacement is hired (due to the F & B manager's resignation) work has been reallocated as follows:
 - Joyce will place food orders and schedule concession's staff and Don will assume responsibility for banks, stand reconciliations, and post event corporate reports.
- The F & B position will not be filled wotj a full-time, benefited employee. Instead, a part-time concessions supervisor will be hired and hours worked will be event related.
- Part-time concession's staff has cleaned and prepared all concession stands for late August inspections by the Health Department.

Staff Development:

- Don Howes completed the first of a two year program by attending IAAM's Public Assembly Facility Management School at Oglebay Retreat in Wheeling West Virginia.
- Joyce White completed the third of a three year program, IAAM's Senior Executive Symposium held at the Cornell University, Ithaca, New York.

Adjournment of Monthly Commission Meeting:

Commissioner Fuller motioned to adjourn the meeting. Commissioner Parks seconded. All Approved.

Next meeting: in the General Manager's Office on Monday September 27, 2010 at 4:00PM. Five Flags staff will place a call "Thursday before" and a "Monday of" email to remind commissioners of the meeting.