

Five Flags Commission Meeting Tuesday January 3, 2012

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

Absent: Bryce Parks

Commissioner Bakke called meeting to order.

Approval of Minutes: Commissioner Kurt motioned to approve minutes of December 5, 2011 meeting. Commissioner Fuller seconded the motion, all approved.

Old Business:

- Ali Levasseur reported on the Theater Lobby updates
 - New trash and recycle receptacles have been installed
 - Trash designation signage will be forthcoming
 - Will pursue obtaining quotes for new bar

New Business:

- General Manage conveyed information supplied by Marie Ware regarding the establishment of a Five Flags Foundation. Marie indicated that the city offices are in support of the creation of a Five Flags Center Foundation which would be completely separate from the Five Flags Commission. If Commission members determine to proceed with the establishment of a Foundation, it should be done in conjunction with the Community Foundation. Commissioner Bakke suggested the Foundation could be similar the Grand Opera House Foundation.
 - Commissioner Bakke motioned to continue considering and exploring the creation of a foundation to promoter the Five Flags Civic Center and its activities.
 - Commissioner Kurt seconded the motion, all approved.

General Manager, Joyce White, delivered the following reports:

Operations Department:

- Operations Department has begun reorganization of the primary store room to increase labor efficiencies in accessing staging equipment and to accommodate the entire inventory of concert chairs and carts.
- Westphal Electrical has completed installation of additional lighting upgrades around the "horseshoe" area of the theater.
- Performance Fabrication has started the process of refurbishing the theater brass in conjunction with an old CIP item. The project should be completed in January prior to the next DSO performance in February.
- In compliance with FCC's net regulation for "narrow banding: all two-way radios have been modified from 25 to 12.5 MZ.

Marketing, Promotions, and Events Interests:

- CVB contacted building regarding a potential three-year run for Dock Dogs Nationals in October, 2012-15. Dock Dogs will visit Dubuque and make a site visit to Five Flags in January.
- Placed theater hold for potential comedy show in February.
- Placed hold for City Engineering Department conference in February.
- Placed hold and issued contract for Hempstead Variety Show in April.
- Placed holds with promoter Al Zar for potential Christmas Show in 2012.
- Gaelic Storm went on sale on December 19 and sales were strong prior to Christmas. Show is scheduled for the theater on February 14.
- DSO Holiday Pops numbers were up this year as compared to last year. DSO eliminated the Friday performance and added a children's concert matinee on Saturday followed by the traditional Holiday Pops on Saturday evening and Sunday afternoon. Excellent show – theater was beautifully decorated by Symphony League.

December Events

- DSO Holiday Pops – December 3 and 4
- Outlaws – December 10
- Jaycees Toys for Kids – (move-in December 7, gifts December 10)
- City Management Meeting – December 13
- Night Storm Teen Dance Club – December 26

January Events

- Dubuque Soccer Association convenes soccer practice (T-T from 5PM – 8PM) for the next three months.
- Outlaws – January 7
- City Engineering (OSHA Training) – January 10
- City Manager’s Meeting – January 10
- Colts Drum and Bugle Corp (full weekend of auditions) – January 13-15
- Civil Service Tests - January 11 & 18
- MMA – January 27
- Gun Hut Gun Show – January 28 & 29
- FBN (begins rehearsals for “Crowns” which coincides with February’s Black History Month) January 23 – Feb 4

F & B Department

- Although attendance for December’s Outlaws Roller Derby was up from November (230), overall attendance is down significantly from last year. December 10 numbers were:
Gross F & B \$2,052.75 Drop 332 CAP \$6.18 13% Labor to Sales

Financial Manager, Don Howes, delivered the following reports:

Financial, Accounting Reports:

- November Adjusted Gross Income down \$6,281 to budgeted
 - Overestimated Oak Ridge Boys per caps
 - Roller Derby is doing half the attendance relative to last year
- Actual YTD Income up \$7,503 compared to YTD budgeted income
- Actual YTD Expenses down \$28,297 compared to YTD budgeted expenses
- Actual YTD net loss down \$35,800 compared to YTD budgeted net loss
- November forecast reflects beating the benchmark at fiscal year-end by \$51,965K

Staff Development

- Staff training in bobcat, forklift, BBP, ST&F, etc. has been conducted for available employees.
- Full-time staff made progress in December to complete web based training in:
 - Trained Crowd Manager (IAVM 6 hour plus program)
 - Workplace Security Awareness (FEMA)
- GM attended day-long Basic Excel training program in effort to become more efficient in creating spreadsheets and graphics.

Holiday Closings

- *December 23, 26, 30*
- *January 2*

Other

- General Manger distributed hard copies of the Annual Report to Commissioners; this report was given to the City Council on January 3, 2012.

Adjournment of Monthly Commission Meeting: Commissioner Fuller motioned to adjourn the meeting. Commissioner Kurt seconded, all approved.

Next meeting: *in the General Manager’s Office on Monday February 6, 2012 at 4:00PM. Five Flags staff will place an email “Thursday before” to remind commissioners of the meeting.*