



## Five Flags Civic Center Advisory Commission Meeting Monday September 25, 2017

Approved by Commission 11/27/17

**COMMISSIONERS  
PRESENT:**

Rod Bakke, Bryce Parks, McKenzie Hill, Nicholas Huff

**COMMISSIONERS  
ABSENT:**

Tyler Daugherty

**STAFF PRESENT:**

Don Howes, Shaun Rice, Ali Levasseur, Kelly Spreitzer

**OTHERS PRESENT:**

Marie Ware

**MINUTES  
APPROVED;  
VOTE:**

Commissioner Parks motioned and Commissioner Huff seconded, to approve the minutes of the July 31, 2017 meeting. The motion passed unanimously.

**NEW BUSINESS:**

No new business discussed at this time.

**OLD BUSINESS:**

Commissioner Huff asked for update on the feasibility study. Director of Finance, Don Howes, reported that the study information would be presented to City Manager in October and would be scheduled to present to city council after the elections. Commissioner Parks stated that the council seemed to understand the information more than they had in the past. Commissioner Bakke stated public had talked with him that they would like to see the cost of subsidy from the city come down. Marketing Coordinator, Kelly Spreitzer, discussed how the building had been inviting people who had given Five Flags a low score on social media to the building to talk through the items and many of them had been turned to friends of the building. Commissioner Huff proposed a meeting with commission to review the study information before it went to council. Commission agreed and Commissioner Hill suggested that General Manager, HR Cook, contact them to set up this meeting and how commissioner could prepare for the report going to council. At this time Marie Ware arrived for meeting. Marie gave a quick rundown of the following steps for the study; these are listed below. Commissioners did not have other discussion.

1. Advisory Committee
2. Five Flags Civic Center Commission
3. City Council Work session
4. Public Input session
5. City Council for final approval

**MARKETING  
PROMTIONS &  
EVENTS REPORT:**

Marketing coordinator, Kelly Spreitzer, reported on past months marketing initiatives and highlights. Printed copies of the report were included in the commission packet. Spreitzer also reported that Five Flags Center had received the "Innovation" award from Dubuque Chamber the SMG Marketing summit. The award was for the Wags at the Flags event, successful rebranding of building with the new events we are bringing to the building.

**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:**

Events Manager, Ali Levasseur gave staff updates and activity occurring during the past months and details were included in the commission packet.

Shaun Rice discussed his work with SMG building in Houston, Texas to assist with recovery after Hurricane Harvey.

**FINANCIAL  
REPORT:**

Director of Finance, Don Howes, reviewed event totals and Financial highlights with commissioners. The financial packet was included in the commission packet.

**OTHER BUSINESS:**

**ADJURN;  
VOTE:**

Motion to adjourn was made by Commissioner Parks, seconded by Commissioner Bakke. The motion passed unanimously.

**NEXT MEETING:**

*Next bi-monthly meeting held in the General Manager's Office on Monday November 27, 2017 at 3:30PM. Five Flags staff will place an email "Thursday before" to remind commissioners of the meeting.*