



**Five Flags Civic Center Advisory Commission Meeting  
Monday February 6, 2017**

Approved by Commission 3/27/17

Rod Bakke, Bryce Parks, Tyler Daugherty, Nicholas Huff

**COMMISSIONERS  
PRESENT:**

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ABSENT:**

McKenzie Hill

**STAFF PRESENT:**

HR Cook, Don Howes, Shaun Rice, Kelly Spreitzer

**OTHERS PRESENT:**

Marie Ware

**MINUTES  
APPROVED;  
VOTE:**

Commissioner Daugherty motioned and Commissioner Huff seconded, to approve the minutes of the November 28, 2016 meeting. The motion passed unanimously.

**NEW BUSINESS:**

Commissioner Bakke witnesses the Oath of Office for new Commissioner Nicholas Huff. Commissioners and staff present introduced themselves to Commissioner Huff. Commissioner Huff gave some information on himself and interest in working on the commission.

General Manager HR Cook reported on Feasibility study. Two companies were interviewed, and committee is in communication with both companies. Next City council meeting, the council will vote to approve chosen company. After the contract is sent out, process will quicken and commissioners may be a part of this process.

**OLD BUSINESS:**

Cook also explained the contents in the binders created for Commissioners. Director of Finance, Don Howes, reported the Theater tuck-pointing was on track and would be addressed in spring 2017.

**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.

Cool reported the Five Flags is now officially a Coca-Cola building. Coca-Cola has come in as a building sponsor.

**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.

Rice passed out hardy copies of Department of Homeland Security survey for review at the meeting. This information was turned in to keep confidential as required by Homeland Security. Commissioner Huff asked how the survey started. Rice reported that requirements from SMG corporate started the process as a process of threat assessment.

**STAFF  
DEVELOPMENT  
REPORT:**

Cook reported Marketing Coordinator, Kelly Spreitzer, is back from maternity leave. Interviews for Assistant Technical Production are going well.

Other staff updates and activity occurring during the past months and details were included in the commission packet.

**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:**

Mare Ware reported the FY18 budget hearing is scheduled for February 22, 2017 at 6PM and invited all Commissioners to attend.

Ware also reported the City comprehensive planning process has begun. Dubuque citizens can add to the plan by visiting [www.imagineDubuque.com](http://www.imagineDubuque.com). Imagine Dubuque will hold a workshop on social cultural vibrancy April 19, 2017 at 6PM at The Smokestack. Ware encouraged commissioners to attend the workshop to bring their ideas. Ware also encouraged commissioners to explore the website and encourage friends and individuals to get involved.

**ADJURN;  
VOTE:**

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

**NEXT MEETING:**

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