

Five Flags Commission Meeting Monday March 22, 2010

Present: Bryce Parks, Sue Balsamo, Rod Bakke, Cindy Fuller, Pat Prevanas, Joyce White, Don Howes and Ali Levasseur

Absent: Barb Kurt

Commissioner Parks called meeting to order

Approval of Minutes: Commissioner Balsamo motioned to approve minutes of February 22, 2010 meeting. Commissioner Fuller seconded the motion, all approved.

Old Business:

- Commissioner Balsamo Reports the Theater Committee has been taking bids for work they want to do including: historical display, painting of lobby, new drapery, window seat bench build out, coat rack build out, moving donor panels, small railing to help prevent slips, and UV coating on windows. Budget is around \$20,000. Committee will meet again to look at plans and discuss fundraising ideas.
- Commissioner Bakke participated in the Interviews for Leisure Services Director and indicated he would bring up the subject of Five Flags Center at all interviews he attended. Pat Prevanas stated the position had been filled; Marie Ware was selected and will begin her new duties on or around May 10, 2010.

New Business:

- None reported at this time.

General Manager Joyce White delivered the following reports:

Operations Department:

- Five Flags thirty year history of providing ice for community users concluded on March 17, 2010 when the ice was removed at close of the T-Bird's practice and home ice season.
- Inquiries regarding asset preservation relative to "moth balling" the ice plant have been made through local, regional, and national (Carrier Corp. – Syracuse, NY) service providers. Procedures involve handling of various gases; therefore, certified professionals will be retained to deactivate the ice plant at a cost of approximately \$6K. Management will delay the procedure for an undetermined period.
- Following the exit of major tenants, the Dubuque Thunderbirds and Dubuque Youth Hockey Association, the building will re-key many of the exterior and interior locks.
- Proudly Accessible Dubuque representative conducted a walk-through of Five Flags Center and determined with some signage modifications, Five Flags was once again a "fully accessible" public facility.

Marketing, Promotions, and Events Interests:

- Ice Racing Championships ended their 2010 season early and cancelled their March 19, 20 events at the Five Flags Center.

CONTRACTED

- Melanie Mauser (Devaney) Concert – Bijou Room, May 7
- Dubuque Art Theatre – *"The Last Five Years"* – Bijou Room (May 10-19; Theatre 20-23)

- Rising Star Productions - "*Seussical Junior*" – Bijou Room (all of July 5 – August 6; Theatre August 9-15)

HOLDS

- Pinnacle MMA – arena hold for June 5
- Multicultural Family Center – arena/ballroom hold for February 26 or March 5, 2011
- Mannheim Steamroller – four potential dates are on hold for November, December 2010

SUBMITTED BIDS FOR THE FOLLOWING MEETINGS:

- Iowa Recycling and Solid Waste Management (October, 2011)
- Tri State Human Resources Association (September, 2010)

February Events:

- Illinois Special Olympics – February 2, 3, 4
- T-Birds – February 5, 6, 13, 14, 26
- City Management Meeting – February 9
- Bixby's Rainforest Rescue – February 5
- FBN "Miss Witherspoon – February 5, 6, 7
- Prudential "All Associates Meeting " – February 9
- CATS – February 11
- DSO – February 13, 14
- Playhouse Disney Live – February 19
- Prudential "Individual Solutions Department" – (Majestic Room) – February 26
- All Iowa Open (dance and cheer competition) – February 28
- Public Skate – February 7, 12, 15, 21

March Events:

- T-Bird Hockey – March 5, 6
- DSO – March 13, 14
- Public Skate – March 7, 11, 14
- Hempstead Variety Show - March 15
- DYHA ice rentals and year end party – March 15, 16
- City Meetings – March 19, 26, 29, 30, 31
- Dubuque Kennel Club – March 27, 28

Upcoming April Events:

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

Financial, HR, Accounting Reports:

- Financially, February was a good month for Five Flags. As Five Flags operates at a loss, February's actual loss of \$(26,702) was \$27K less than the budgeted loss of \$(53,779). The YE Rolling Forward Forecast indicates operations will come in significantly under the benchmark.

- Of February's Total Event Revenue of \$66,375, 66% was from ice related activities.

Current Box Office "On-Sales":

- DSO
- Wahlert Musical – "Children of Eden"
- Thunderslam – Monster Trucks

F&B Department:

- Financially, February was a good month for the F & B Department due to the event load which included five T-Bird games; two national touring companies – CATS and Disney Live; two regional events, All Iowa Open Dance and Cheer Competition, Bixby's Rainforest Rescue, and Illinois Special Olympics; and locally, DSO and FBN.

Staff Development:

- Alyson Tasker and Jenni Welsh have attended their fourth of seven sessions of NICC's Leadership Institute. Both managers are giving the program above average marks for value and applicability.
- Ali Levasseur has been promoted to Marketing Coordinator and Administrative Support, effective March 15. Under the direction of the General Manager, Ali will assume marketing duties for Five Flags in addition to her administrative responsibilities.
- Don Howes has been accepted as a first year student and will attend the week-long Public Assembly Facility Management School at the Oglebay Training Center in Wheeling, West Virginia. The two year program is an educational product of the International Association of Assembly Managers (IAAM), the international professional association of individuals employed in the facility management industry.

Other:

- Joyce White has been invited to attend the Dubuque Chamber of Commerce First Annual Intercity Leadership Visit to Pittsburg, Pennsylvania May 18-21, 2010. The invitation was extended based on leadership, community involvement and professional expertise.

Adjournment of Monthly Commission Meeting:

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

Next meeting: in the General Manager's Office on Monday April 26, 2010 at 4:00PM. Five Flags staff will place a call "Thursday before" and a "Monday of" email to remind commissioners of the meeting.