

Five Flags Commission Meeting Monday September 26, 2011

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

Absent: Cindy Fuller

Commissioner Parks called meeting to order.

Approval of Minutes: Commissioner Kurt motioned to approve minutes of June 27, 2011 meeting. Commissioner Bakke seconded the motion, all approved.

Old Business:

- Commissioner Bakke asked for an update concerning inaccurate utility charges from Black Hills and Constellation Energy. Financial Manager, Don Howes, reported Black Hills has reimbursed \$586 through billing. Constellation Energy solution is still pending.
- Ali Levasseur reported on Theater Lobby updates. New trash receptacle and a TV monitor for slideshow presentations have been ordered. Trash receptacles are being custom built by Stackis and Morrison Architectural Millwork to fit in the area on either side of outer lobby doors. Separate cans for trash and recycling are being designed. Great Sounds has backordered the TV monitor which will be installed once the product is received. Five Flags historic candy counter has been returned to Five Flags – a gift from the Historical Society. After some additions, this will be used as a new mobile bar for the Theater lobby.

New Business:

- General Manager, Joyce White, is now on the Dubuque Main Street (DMS) Executive Board. This board meets on the fourth Monday of each month, the same as Five Flags Commission. GM asked if the Commission was open to moving regular monthly meeting from the fourth Monday to the first Monday of the month. The move would allow more time for producing financial reports and current event updates; in addition to allowing her to attend the DMA meetings.
- Commission agreed to change meeting date to first Monday of the month; and the next meeting will be Monday November 7, 2011.

General Manager, Joyce White, delivered the following reports:

Operations Department:

- Due to the unprecedented rainfall in Dubuque on July 27, Five Flags experienced roof leakage over the arena floor, the upper promenade, and the flat porch roof over Main Street Entrance. Operations notified Geisler Brothers (roofing company) and asked for an inspection of flashings, etc. to determine damage. Geisler indicated the roof had experienced no damage from the flood but replaced flashing joints and patched a couple of splits which had occurred in the membrane-type roof – which were result of normal wear and tear.
- Also attributed to the July 27 rain storm, facility experienced some damage to the ceiling over the Main Street porch (flat roof). A.G. Electric determined water damage occurring in the ceiling damaged the porch light fixtures. Kendall Plastering repaired the drywall and the ceiling repainting was handled in-house.
- Total costs to Five Flags for the flood damage was \$1,279.
- Approximately 32 Italian tiles located on the lower promenade have incurred “use” damage over time and were identified for replacement this summer. The tile flooring has held up fairly well since the entire project was replaced in or around late 2006. However, following the replacement of the 32 tiles, tile inventory is now depleted and the venue will need to contemplate alternative flooring in the future.
- Collapsed all fire alarm testing and inspecting requirements into one single source service agreement with Simplex Grinnell, beginning on July 1. Additional service provided will cover all mandated

inspections and testing as required by the State of Iowa (including the five-year mandatory flow and obstruction test which is due in the new fiscal year.)

- Completed the mandatory five-year internal inspection on “two” wet fire and “one” dry suppression systems. Minor repairs were made as required.
- Five Flags twenty plus year-old trade show carpet was last used ten years ago. Staff has conducted a random sample of six of 32 rolls (19%) to inspect and arrive at general conclusion of carpet condition – given age and lack of use. Of the six rolls inspected, all showed normal signs of aging including some dry rot, splits, and divots.
 - Commissioner Bakke suggested checking with Non Profit Organizations if they have a need for the carpet.
- Given the disproportion amount of equipment storage space utilized by the carpet and resulting ineffective use of labor required to access other frequently utilized equipment, Marie Ware has been notified and asked to inspect carpet and provide direction regarding either alternative use or disposal authorization.
- Rink expansion joint has been completely stripped. Joint was prepped with rope and Styrofoam. Vulkem product was poured; thus, completing the multi-week project.
- Painting projects that are currently underway include the exterior doors on Fifth Street and the interior “half” wall on the upper promenade. A fresh coat of green paint was applied to the exterior of the theater windows.

Safety Committee

- Safety Committee meetings for July, August, and September have focused on:
 - The need to formalize Fall Protection Policy and to design a checklist for riggers prior to climbing the steel.
 - The importance to review communication lines between building security, EMT, and police officer’s prior to larger events.
 - The importance of “two-way radio” etiquette and the need to refresh “user protocol.”
- Fifty-eight new electrical boxes and plugs (ceiling drops) were purchased approximately 2/3 have been installed the course of the summer.

Marketing, Promotions, and Events Interests:

- Two summer productions of the Rising Star Theatre Company concluded with exceptional performances and runs of “Joseph and the Technicolor Dreamcoat” and “Wizard”. Five Flags was pleased to provide space for community activity in the Bijou Room (for show preparation) and the Theater (for performances) for almost a three month period.
- Significant collaborative efforts between venue marketing, Eric Young Productions, and Jon Petrunak, SMG VP of Routing, was required in effort to boost sales for Godsmack concert which was held on August 23.
- Presented an estimate to DSO to hold the Youth Ensemble seasonal practices in the Theater. DSO selected Roosevelt School rather than the Five Flags Theater.
- Conducted additional meetings and a walk-through with the 2014 National Holstein Convention committee to determine if the “cow sale” portion of the convention is to be located at Five Flags.
- Submitted an RFP for the 2012 and 2013 Iowa Recycling and Waste Management Conference.
- Five Flags Theater didn’t make the cut this year for a fall date for Menopause the Musical in Concert. New avails have been provided for 2012.
- A one-day meeting for Walsworth Yearbook was held on upper promenade and meeting rooms on for September 15. This is a meeting for local colleges and high school “yearbook” committees. Former Five Flags General Manager, Paula Wolfe, made the contact for us.
- Dubuque Public Schools held a health fair “Kinderpalooza” on upper promenade on September 8. Approximately 129 families attended the information health fair and received free shots and examinations required before attending kindergarten. The downtown location (Five Flags) was ideal as most of the families that needed the service reside in the downtown neighborhoods. Optimistically, funding will be available for next year.

- During the Health Fair, contact was made with a “regional education director” and Five Flags collateral pieces were distributed for consideration for other educational meetings in the future.
- Two representatives from a student organization at University of Dubuque toured the facility for the possibility of holding a couple of student functions.
- In conjunction with NICC, Five Flags responded with cad drawings reflecting capacity to host a public media event for a major television program, “Extreme Home Makeover”. A northeast Iowa family has been identified to receive the home makeover and an 8,000 capacity facility was required to hold the media event. The event secured the McCloud Center in Cedar Falls.
- Five Flags has been “presented” to two FAM groups touring meeting sites in Dubuque, as guests of Dubuque Convention and Business Bureau.
- Northern Iowa Community College (NICC) has been sent a proposal for costs to hold Graduation at Five Flags Center.

JULY, AUGUST, SEPTEMBER “PRIMARY EVENTS”

- Night Storm Teen Dance Club – July 1 and August 9, 2011
- Joseph “Dreamcoat” – Bijou Room for rehearsals and Theater for performances on:
 - July 15, 16, 17, 21, 22, 23 (two shows on 23rd)
- Wizard – Bijou Room for rehearsals (rehearse all of July and performances on:
 - August 12, 13, 14 (two shows on 13th)
- Roller Derby practice – July 23 and August 17
- Civil Service Tests -August 10, 16, 22
- Godsmack – August 24
- “Kinderpalooza” (Dubuque Public Schools Health Fair) – September 8
- DSO Arts Trek – September 9
- DSO Auditions – September 9
- Walsworth Yearbook Conference – September 15
- Fly-By-Night – Bijou Room September 10-25 with performances on:
 - September 16, 17, 18, and 23, 24, 25

UPCOMING EVENTS

- DSO – October 1 and 2
- Iowa Recycling and Waste Management Conference – October 3, 4, 5
- City Management Meeting – October 11
- Girl Scouts “Dream Event” – October 15
- DSO Arts Trek – October 21
- Leroy “Satchel” Paige: Long Rifle (reading in Theater) – October 25
- Eastern Iowa Outlaws – October 29

Commissioner Bakke asked about the Jim McDonough Holiday performance. GM reported that Jim McDonough had changed his business plan, in the past he was a Rental for the building, being his own promoter. This year he has changed, he is looking for the building to “buy” the show and be the promoter. Five Flags Center doesn’t have it in the budget and will not have a Holiday Performance this year.

F & B Department

- The low event load during summer months allowed time for cleaning the stands in preparation of the annual inspection conducted by the City’s Health Department on July 28, 2011. F & B passed inspection.

STAFF DEVELOPMENT

- Both full and part-time staff has been directed to participate in two webinars: Training the Crowd Manager and Basic Workplace Security Awareness. Both webinars were created by and are products of IAVM (International Association of Venue Managers) – our professional association.

To date, approximately 50% of personnel have completed the programs.

Financial Manager, Don Howes, delivered the following reports:

Financial, Accounting Reports:

A synopsis of Five Flags June 30, 2011 year-end position is as follows:

INCOME

- Year to date event income increased by adding more events than budgeted.
- Concessions and novelty income was less due to lower per caps and attendance.

EXPENSES

- Utilities ended slightly higher than budgeted due to estimating impact of ice on expenses
- Labor came in under budget as Five Flags cut staff by two positions

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| BENCHMARK | \$797,520 |
| FY 11 Loss | <u>\$783,573</u> |
| Under benchmark | <u>\$ 13,947</u> |

City's accounts are currently undergoing the annual audit. Materials submitted to the City for the annual audit include the monthly financials, FY11 deposit journal and check register, and account reconciliations.

July's financials reflected we beat budgeted by \$13.7K.

August financials reflected we beat budgeted by \$7K.

Other:

- Marie Ware reported she will begin to focus on FY 17 CIP items for the building.
- Commissioner Parks reported a concession worker was very friendly to him during the Tri State Vet's Conference.

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

Next meeting: *in the General Manager's Office on Monday November 7, 2011 at 4:00PM. Five Flags staff will place an email "Thursday before" to remind commissioners of the meeting.*