

**CIVIC CENTER COMMISSION
MEETING MINUTES
March 27, 2014**

Attendees:

CCC Members: Chairman Scott Najarian, Commissioner John Harrity, Commissioner John Budd, & Commissioner Jim Knowlton

Absent: Commissioner Lowell Alexander

City: John Odell, Rick Trifero, Heather Gould, Amanda Gregoire, & Candy Ralphalson

SMG: Jim Moughan, Julia Iorio,

Absent: Sandy Dunn

Minutes Prepared by: Paige Williamson, SMG

1. Call to Order:

Chairman Najarian brought the meeting to order at 12:12pm.

2. Acceptance of Meeting Minutes – February 27, 2014

Commissioner Harrity motioned to accept the minutes of the February 27, 2014 meeting; seconded by Commissioner Budd. (4 yeas, 0 nays). *Motion passed.*

Heather Gould announced that she will be on maternity leave beginning in May. John Odell will serve as the main contact point for the Commission going forward with assistance from Candy Ralphalson. It will be determined whether Heather and Amanda Gregoire will attend the upcoming April meeting.

3. Rent Credit Request – Rotary Service Fund of Worcester / May 2, 2014

The Rotary Service Fund has requested rent free credit in the Grand Ballroom for their upcoming event on May 2nd, 2014. The City Manager has indicated that this event is an important one to consider as they will be contributing directly to the City. Jim Moughan stated that Sandy Dunn has also already had prior conversations with the group. Commissioner Harrity questioned why the application had been submitted so late.

Commissioner Budd motioned to grant the rent free credit day to the Rotary Service Fund of Worcester for May 2, 2014 in the Grand Ballroom space; seconded by Commissioner Knowlton. (4 yeas, 0 nays) *Motion passed.*

4. Major Projects –

a. Expansion & Refurbishment Project – A. Gregoire

Amanda Gregoire reported that site work is estimated to be complete over the next three weeks. Landscaping punchlist is also being finalized with the remaining fencing to come down very shortly.

b. Capital Projects – H. Gould / J. Odell / R. Trifero

Heather reported that she has not yet seen the recommended budget be released yet, but is hopeful that the retail space is still included in those numbers. If so, the funds would not be available until 7/1/14.

John Odell reported that there has been some delay with the lighting project, but the scope of work has been drafted and plans to work with SMG are forthcoming to move forward.

Rick Trifero reported that the Carpet install is almost completed. The Sharks spaces have been finalized and they are very pleased. There are funds remaining (\$4,000.00). Sandy Dunn will be working with the Sharks to determine how they would like to utilize the remaining monies.

c. Other Items

Commissioner Harrity inquired if any additional information has been received from the insurance company regarding the chiller malfunction. John Odell stated that he expected by next meeting to have a much more detailed report available to share with the Commission.

5. SMG Reporting

a. Monthly Highlights *(As Outlined in Attached Report)*

Jim Moughan reported that there is an outside chance of the Sharks placing into a Playoff spot for this year.

Worcester Vocational/Technical High School has announced that President Obama will be their 2014 Commencement Speaker. The school is determining whether the event will take place in the Arena or the Convention Center, as they would like to keep the event an intimate one, with focus on students and families. A Secret Service walk-thru meeting has been scheduled for next week. More information will be forthcoming.

Commissioner Najarian inquired about an update to the Naming Rights Agreement with Digital Federal Credit Union. Jim Moughan stated that no further update was available at this time.

The Commission was reminded about attending the NCAA Men's Regional East Tournament VIP Reception to be held in "The Zone" on the Arena Concourse on Friday evening, 3/28/14 at 6pm. This is the 13th time that the City of Worcester has hosted the tournament

b. Sales Report

Commissioner Harrity inquired about the Consumer Shows in the Convention Center this past year. Jim Moughan reported that the N.E. Fishing & Outdoor Expo, Home Show, RV & Boat Shows all did well this year. The Flower & Patio show was average, but planned on returning next season.

c. Financial Statements – J. Iorio

General discussion of Financials – January 2014

Julia noted that the Retail Space had been budgeted despite not having been opened with the new construction.

There continues to be some cost savings, as a few job vacancies have gone unfilled to date.

Arena shows are down in attendance numbers. The Convention Center continues to be very busy.

6. Next Meeting

a. 2014 Meeting Schedule – Thursday, April 24, 2014 / 12pm

DCU Center Conference Room

Chairman Harrity moved to adjourn the meeting; Seconded by Commissioner Knowlton.
(4 yeas, 0 nays) *Motion passed.*

Meeting Adjourned – 12:43 pm