CIVIC CENTER COMMISSION MEETING MINUTES September 26, 2013

Attendees:

 <u>CCC Members</u>: Chairman Ed Pietrewicz, Commissioner Jim Knowlton, Vice-Chair Scott Najarian,

 Commissioner John Harrity
 Absent : Commissioner John Budd

 <u>City:</u> Heather Gould, Amanda Gregoire, Paul Moosey

 <u>SMG:</u> Jim Moughan, Julia Iorio, Sandy Dunn

 <u>Minutes Prepared by:</u> Paige Williamson, SMG

1. Call to Order:

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

2. Acceptance of Meeting Minutes - July 25, 2013

Chairman Pietrewicz motioned to accept the minutes of the July 25th, 2013 meeting; seconded by Commissioner Knowlton. (4 yeas, 0 nays). *Motion passed*. Chairman Pietrewicz also made note of a postal error during the month of August, which caused a delay in receiving monthly packages.

Additionally noted by Chairman Pietrewicz, only two Commissioners were present for the prescheduled August 22nd, 2013 meeting, Vice-Chair Najarian and Chairman Pietrewicz along with SMG staff.

4. Major Projects

a. Capital Projects - Heather Gould

The Ribbon Cutting Ceremony has been scheduled to take place on Thursday, October 3, 2013 at 4pm. Paul Moosey stated that the venue will be okay to open, but work will still continue. All in all, the project is in good shape and Consigli has done a great job with items that have come up along the way with handling them as they arise and not adding much additional time to the project.

b. DCU Center Expansion & Refurbishment Project - Paul Moosey

i. **Amendment #3** – Coverage of Additional Work to the Contract for Airwall in the Convention Center (including payment) and Concession Stands

Amendment #4 – All Other Miscellaneous Items as Project Progressed

Commissioner Harrity motioned to accept Amendment #3 & #4; seconded by Commissioner Knowlton. (4 yeas, 0 nays). *Motion passed*.

Paul reported that he has an assigned representative on site daily, work is continuing on Saturday and Sundays as well. Goal for the "Corner Melt" Restaurant to open is November, as plans are still not complete.

Commissioner Harrity inquired about the status of the ice plant and why a 5 year old chiller has rusted out already. Sandy reported that the City is facilitating a portable chiller to be staged on Commercial Street to make ice for the first several months of the season. While one could speculate on initial reports, Paul Moosey stressed that it is important to receive all the facts prior to determining what the causes may have been. The City is in the process of conducting the investigation. In the meantime, he stated that the City will do whatever it takes to not jeapordize the Sharks contractual schedule.

Chairman Pietrewicz motioned to have research done on why the chiller is inoperable; Commissioner Harrity seconded the motion. (4 yeas, 0 nays) *Motion passed*.

Sandy Dunn reported that she and Heather Gould have been working over the past several weeks on the FF&E to secure the light boxes, chairs, furniture, televisions, etc. Punch lists in all areas will be completed.

Heather noted that Chairman Pietrewicz's term is expiring as of October 4th, but will be offered an extension if necessary. The City Manager has asked the Chairman to speak at the Ribbon Cutting Ceremony and other Commissioners are invited to be on the main stage. The arena lobby is now named the Harvard Pilgrim Healthcare Pavilion. Following the ribbon cutting, an open house atmosphere will take place with complimentary snacks and drinks. Access will be provided to only the newly constructed spaces. Sandy Dunn stated that the Commissioners will also be invited to attend the VIP Pre-Game Reception on Saturday, October 19th, from 430 to 6pm, in the New Club Lounge followed by attending the Sharks Home Opener. Chairman Pietrewicz expressed that he was honored and privileged to work with the City of Worcester and SMG Staff to see this project come to its' completion.

5. SMG Reporting

a. Monthly Highlights/Sales - Sandy Dunn / Jim Moughan

Highlights – Harvard Pilgrim Healthcare Pavilion on board with the naming of the lobby space for a 3 year term, "The Zone" is close to being renamed as well and there is still opportunity for naming the new club lounge space. Hanover Insurance has purchased an entire Suite (C&D) which includes every event, and Fallon Community Healthcare has purchased a Suite "Opener" package (A) with tickets to each opening night performance. Advertisers have been wonderful through the transition period and we have provided them with various incentives for their cooperation. The box office will be relocated this weekend. We have been working on hiring 150 new employees for this new season and are still in the process of interviewing. To date, we have hired the full time positions of receptionist, group sales manager and an accountant.

The NCAA Hockey bid was submitted with Holy Cross as host. The competition is getting stronger, but it is anticipated that we will stay on the two year cycle. We will continue to also bid for the basketball tournament though hotel rooms are critical to be considered.

The Annual Blood Drive was hosted in the Convention Center in early September.

The Operations Department has completed the work in the older restrooms with stripping the bathrooms, installing new partitions, paper towel/toilet paper/soap dispensers. Also concession stands were stripped and repainting. The focus is now on cleaning.

The City Council was reviewing the current Animal Ordinance with consideration to ban exotic & endangered animals from performing within the City limits. The City Manager took the lead in responding to this and asked for our assistance in providing detail on the financial impact this would have. All pertinent information has been forwarded to the City Manager.

Jim Moughan reported that the Royal Plaza in Fitchburg is due to close. He anticipates that we will be able to pick up some of their events including the New England Public Works event for August or September, along with two dog shows.

Balance of the report as provided.

b. Financial Statements - J.Iorio

General discussion of Financials - April & May 2013

 Highlights – April and May were busy months for the Convention Center. Sharks had a great year with attendance up along with Food & Beverage. Event count reached 47 with all of the graduations and proms. June budget was met, coming in \$5,000 above budget.

June Financials and audit information will be provided for the October meeting. Two more concerts for March are being announced before the Ribbon Cutting Ceremony.

Occupancy Report / Convention Center was provided to Commission for review. Trending unusually high in this particular report. Will continue to participate and provide this information along with the Price Waterhouse report.

6. New Business - Sandy Dunn

Tour of Construction Site was offered to the Commissioners. Touring the renovation site were Vice- Chair Najarian, Commissioner Harrity, Commissioner Knowlton, Heather Gould, Amanda Gregoire, and SMG's James Moughan, Julia Iorio, & Paige Williamson.

7. Next Meeting

a. 2013 Meeting Schedule - Wednesday, October 23, 2013 / 12pm

DCU Center Conference Room

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

Meeting Adjourned – 1:05pm