

**RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, March 27, 2018**

Chair of the Board, Donna Winkler called the meeting to order at 8:15 a.m. with the following Board members present: Mike Diedrich and Gary Brown (via teleconference). Staff present include: Executive Director, Craig Baltzer; Deputy Director, Jayne Kraemer; Accounting & Administration Manager, Jarrett Breuninger; and Administrative Assistant, Sandra Arnold. Liaisons present include: VRC, Carol Bancroft. Others present include: none. Director of Food Services, Ryan Knutson and Life Safety Manager, Larry Dale entered later in the meeting. Board member, Dan Kline teleconferenced later in the meeting.

After review of the meeting agenda, miscellaneous items three will be moved to the next meeting. Motion was made by Diedrich and seconded by Brown **to approve the agenda as amended**. Upon vote being taken, the motion carried unanimously.

General Public Comment

None

Minutes

Motion was made by Winkler and seconded by Brown **to approve the minutes of the March 13, 2018 meeting as presented**. Upon vote being taken, the motion carried unanimously.

Bill List

The 2018 Bill List for March 27 was audited.

28 AMXS BOOSTER CLUB	425.54
28 LRS SURE BET ASSOCIATION	285.76
A & B BUSINESS EQUIPMENT INC	1053.52
ACES AND EIGHTS BOOSTER CLUB	275.59
ADRENALINE FAST PITCH SOFTBALL	2422.13
ALSCO INC	64.76
AMERICAN LEGION POST 303	347.66
ARMSTRONG EXTINGUISHER SVC. INC.	318.37
ASHLEY HUNTER	70.00
BLACK HILLS INDUSTRIES INC	285.00
BUTLER MACHINERY CO.	94.99
CASH-WA DISTRIBUTING COMPANY	5285.44
CBH COOPERATIVE	210.00
CITY OF RAPID CITY	8256.43
COCA-COLA OF THE BLACK HILLS	9876.40
COLD FRONT DISTRIBUTION LLC	253.20
DAKOTA BATTERY/ELECTRIC	205.75
DALE'S TIRE & RETREADING INC	302.32
DIAMOND VOGEL PAINT CTR	62.28
EASTMAN SOUND & MUSIC	55.00
FISHER BEVERAGE COMPANY INC	1655.30
FOOD SERVICES OF AMERICA	11898.29
G & R CONTROLS INC	6071.44
HEARTLAND PAPER CO	1035.13
INTERNATIONAL ASSOCIATION OF VENUE MANAGERS	470.00
JANTECH LLC	275.00
JENNER EQUIPMENT CO	112.63
JERRY'S CAKES SHAKES & BAKE	288.00
JOAN'S PLANT SERVICE	350.00
JOHNSON CONTROLS INC	863.74
KIEFFER SANITATION INC	4587.06

KNECHT HOME CENTER	231.61
KONE INC	5115.94
LIFT SOLUTIONS INC	332.32
M G OIL CO	1962.83
MATHESON TRI-GAS INC	58.80
MENARDS	175.70
MIDCONTINENT COMMUNICATIONS	935.03
MIDWEST MARKETING	4200.00
MIKE WOLFORTH PHOTOGRAPHY	125.00
NORTH CENTRAL SUPPLY INC	382.00
O'CONNOR COMPANY	192.00
PATRIOT YOUTH FOOTBALL & CHEER	356.50
PURCHASE POWER/PITNEY BOWES	40.22
QUALITY BRANDS OF THE BLACK HILLS	3955.05
R & R SPECIALITIES INC	409.92
RAINBOW GAS CO	12328.18
RAPID BROADCASTING COMPANY	900.00
RAPID CITY AREA SCHOOL DIST 51-4	98.28
RAPID CITY GIRLS JUNIOR OLYMPIC AMATEUR SOFTBALL	493.03
RAPID CITY JOURNAL - ADVERTISING	163.19
RAPID CITY SHRINE CLUB	1385.00
RUNNINGS SUPPLY INC	44.94
SAFEWAY INC	89.82
SKYLINE ENGINEERING	432.00
SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY	812.86
ST PAUL'S EVANGELICAL LUTHERAN CHURCH	979.57
ST THERESE THE LITTLE FLOWER CHURCH	852.07
SYSCO MONTANA INC	2492.43
TEAM WICKED SOFTBALL	1683.59
TEGRA GROUP INC	8250.00
ULINE INC	169.17
UNITED PARCEL SERVICE INC	16.66
US FOOD SERVICE	3908.17
VAST BUSINESS	2696.47
VERIZON WIRELESS	1583.27
VISTAR	1400.71
WESTERN STATIONERS	178.57
WHISLER BEARING COMPANY	56.76
Total	117,244.39

Motion was made by Diedrich and seconded by Brown and carried **to authorize the Finance Officer to issue warrants or treasurers checks, drawn on proper funds, in payment thereof.**

Knutson entered the meeting.

Liaison Reports

Carol Bancroft – Visit Rapid City: Bancroft stated Julie Jensen is in Chicago visiting with Travel Writers and promoting Rapid City area. Bancroft explained that May is kick-off month for the tourism/travel season; May 8 is National Travel Rally Day and a special rally will be from 4pm-6pm at Main Street Square, along with the finale of the Amazing Rush contest. Customer Service seminar will be on May 24 at 10am at the Rushmore Plaza Holiday Inn; includes local business owners and other speakers within the customer service industry.

Chad Lewis – Council Liaison: Not present.

Darren Paulson – School Liaison: Not present.

Financial Information

Breuninger discussed the working financial papers as of and ending in the month of February 2018 YOY comparison through 2014, along with budget comparison, as sent to each Board Member. Board accepts as information.

Executive Director's Update

Baltzer stated the kid show, PJ Mask, went on sale last month and is now very close to being sold out. Baltzer also stated that Luke Bryan concert just went on sale last Friday and is also doing very well.

Baltzer explained petitions were collected for either build new or remodel Barnett options and the item will now be put on the ballot on June 5. A marketing effort will begin by a group of local people. Their effort is focusing on a "Vote Rapid City" campaign to help get people out to vote but also the promotion of a new arena. Bancroft stated that Robert Sharp and Associates is the marketing firm. Baltzer will be attending the meetings to help with any questions.

Dan Kline teleconferenced in during Executive Director's update.

Miscellaneous:

1) RFP for Point-of-Sale System

Breuninger handed out a draft of the Point-of-Sale RFP, then explained. Knutson explained further what a new system will provide; mobile ordering, increased service time which will increase sales, can be self-service, ability to change pricing, add specials, and better support with cloud base service. Knutson stated this type of system is in all the Live Nation facilities, the US Bank Arena, Madison Square Garden, and many more. Motion was made by Diedrich and seconded by Brown **to move forward with advertising for RFPs for a new Point-of-Sale System**. Upon vote being taken, the motion carried unanimously.

2) Authorization to Purchase Metal Detectors form NJPA

Dale handed out quote information for two companies for walk-through metal detectors. Dale explained the main company that works with NJPA is Grainger and Grainger is the supplier for the two companies listed. Dale stated the Garrett has not supplied all pricing needed to get a full quote. After further discussion, the Board decided to move this item to the next meeting.

3) Executive Session – Permitted by SDCL 1-25-2 (1), (3), and (4)

Motion was made by Diedrich and seconded by Kline **to go into executive session for the purposes permitted by SDCL 1-25-2 (1), (3), and (4)**. Upon vote being taken, the motion carried unanimously.

Motion was made by Brown and seconded by Kline **to come out of executive session**. Upon vote being taken, the motion carried unanimously.

There being no further business, motion was made by Kline and seconded by Brown **to adjourn the meeting**. Upon vote being taken, the motion carried unanimously. The meeting adjourned at 9:19 a.m.

I certify a true and accurate accounting of the minutes of the meeting.

Sandra Arnold, Administrative Assistant

Date