

**RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, March 22, 2016**

Chairman of the Board, Mike Diedrich called the meeting to order at 8:18 a.m. with the following Board members present: Jeff Bailie, Donna Winkler, and Don Frankenfeld. Staff present include: Executive Director, Craig Baltzer; Assistant Executive Director, Jayne Kraemer; Assistant Executive Director, Tracy Heitsch; and Administrative Assistant, Sandra Arnold. Liaisons present include: CVB, Julie Jensen and City Council, Charity Doyle. Others present include: Central States Fair representatives, Gary Brown and Ron Jeffries and Sutton Rodeo Representatives, Jim Sutton.

After review of the meeting agenda motion was made by Bailie and seconded by Winkler **to approve the agenda as presented**. Upon vote being taken, the motion carried unanimously.

General Public Comment

None

Minutes

Motion was made by Bailie and seconded by Frankenfeld **to approve the minutes of the February 23, 2016 meeting as presented**. Upon vote being taken, the motion carried unanimously. Motion was made by Frankenfeld and seconded by Bailie **to approve the minutes of the March 8, 2016 meeting as presented**. Upon vote being taken, the motion carried unanimously.

Bill List

The 2016 Bill List for March 22 was audited.

28 AMXS BOOSTER CLUB	1124.67
28 LRS SURE BET ASSOCIATION	1350.97
ADAMS ISC	365.56
ALSCO	936.86
AMERICAN LEGION POST 303	1192.20
AMERICAN TIME & SIGNAL	503.91
ARCHITECTURE INCORPORATED	459.85
BAKER TIMBER PRODUCTS	259.80
BLACK HILLS CENTER FOR EQUALITY	165.76
BLACK HILLS CHEMICAL CO	1470.91
BORDER STATES ELECTRIC SUPPLY	1976.01
BROWN'S SMALL ENGINE REPAIR	999.42
CASH-WA DISTRIBUTING COMPANY	6453.31
CBH COOPERATIVE	296.10
CHRIS SUPPLY COMPANY	131.76
CITY OF RAPID CITY	6046.98
CLARK PRINTING	266.80
COCA-COLA OF THE BLACK HILLS	16439.80
CRESCENT ELECTRIC SUPPLY CO	77.99
DENNIS SUPPLY	507.68
EAGLE SALES OF THE BH INC	6445.40
EASTMAN SOUND & MUSIC	55.00
FISHER BEVERAGE COMPANY	1375.30
FOOD SERVICES OF AMERICA	13886.78
FOUR WINDS INTERACTIVE LLC	543.92
G & R CONTROLS	6545.93
G&H DISTRIBUTING INC.	176.36
GOLDEN WEST TECHNOLOGIES INC	531.00
HEARTLAND PAPER CO	2311.79
JOAN'S PLANT SERVICE	350.00
JOHNSON BROTHERS OF SD	4305.93
KNECHT HOME CENTER	327.08
KONE INC	4033.26

LICENSED BEVERAGE DEALERS OF SD	100.00
MARCO INC	1264.41
MATHESON TRI-GAS INC	94.25
MENARDS	356.34
MIDWEST MARKETING	8603.00
NEVE'S UNIFORM INC	1402.30
PACIFIC STEEL & RECYCLING INC	109.27
PAN-O-GOLD BAKING COMPANY	445.50
RAPID CITY AREA SCHOOL DIST 51-4	44.73
RAPID CITY CHRISTIAN EDUCATION ASSOCIATION INC	1110.60
RAPID CITY GIRLS JUNIOR OLYMPIC AMATEUR SOFTBALL	1040.71
RAPID CITY SHRINE CLUB	963.75
RAPID CITY WINAIR CO	166.93
RC CURE	1067.60
REPUBLIC NATIONAL DISTRIBUTING COMPANY	3238.32
SAFEWAY INC	6.99
SERVALL UNIFORM/LINEN CO	125.44
SIMPLEX GRINNELL	473.00
STAN HOUSTON EQUIP CO INC	250.62
STATE OF SOUTH DAKOTA	172.00
SYSCO MONTANA INC	2149.29
TEAM WICKED SOFTBALL	970.73
UNIQUE SIGNS INC	754.25
US DEPARTMENT OF AGRICULTURE-FOREST SVC	6908.40
US FOOD SERVICE	9313.16
VAST BUSINESS	2985.32
VERIZON WIRELESS	1541.99
WARNE CHEMICAL & EQUIP.	41.85
WATERTREE INC	86.20
WESTERN STATIONERS	204.14
Total	127,905.18

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

Liaison Reports

Julie Jensen – Convention & Visitors Bureau: Jensen passed around the end of the year Denver Broncos sponsorship recap; absolutely worth every cent working with the Broncos as we are really showing an increase in Colorado numbers. Just finished doing an educational blitz with USD and SDSU regarding “Bring your convention home”. The next one will be at SDSM&T in April. Northland Hockey is booked at the Civic Center Ice Arena for tournaments on two weekend in June with a camp during the week; this tournament has the potential of growth each year. National Tourism Week is May 1-7 with Tourism Rally Day being May 3 with events being held at Main Street Square.

Charity Doyle – Council Liaison: Doyle stated there is a lot going on in Rapid City with businesses expanding and investing. Mt. Rushmore Road phase two is beginning to kick off along with other road construction throughout the area. The Council discussed Art Alley and requiring permits at last night’s meeting.

Darren Paulson – School Liaison: Not present.

Financial Information

Heitsch discussed the working financial papers as of and ending in the month of February 2016 YOY comparison through 2012 as sent to each Board Member. Board accepts as information.

Executive Director’s Update

Baltzer stated the Task Force has met a few times and will be meeting again today. Baltzer explained the homeland security walk through will be tomorrow and Thursday.

Miscellaneous:

1) Central States Fair – Stock Show Recap

Brown thanked the Board for having them today then explained Jeffries would be doing the recap. Jeffries stated the stock show was great with traffic up about 5% - 10%. Jeffries explained one reason may be from the BID

Board giving some marketing dollars to be able to create a new focus into the Montana area. Jeffries feels that events at the beginning of the show have helped with higher attendance on the first weekend, along with new events at the beginning of the week keeping people here. Jeffries stated they have been approached by a group wanting to be a part of the show but may need to add them earlier to the event, possibly two weeks earlier, which may be a good way to bring people into town sooner. Jeffries wanted to thank the Civic Center staff for all the assistance and willness to go above and beyond to help the show and vendors; staff was simply excellent. Baltzer stated he felt the event was smooth on all aspects and would share the compliment with the staff.

2) RFP for Website Update

Heitsch explained the RFP was advertised and nine RFP's were received. A committee of five reviewed the RFPs then ranked them to narrow down to the top three. The top three will conduct virtual presentations on April 12 to the committee; the committee will then pick the top company. Heitsch stated the decision will be presented to the Board for their final approval at the second meeting in April.

3) Westside Parking Lot DOJ/ILA Update

Heitsch explained status of all DOJ related items except in the Barnett Arena. Many items have been done internally and now working larger type items. FMG is currently in the design phase for the Westside parking lot and will meet with them beginning of April. Chamberlin Architects is working on the restrooms and will meet with them again in early April.

4) 2017 Budget

Heitsch handed out the budget and began a PowerPoint presentation. After the presentation, a brief question and answer was held. Heitsch asked the Board to review some more then email any questions and/or comments. Heitsch requested Board action at the next meeting or a special meeting. Board agreed to have a special meeting right after the normal meeting on April 12th.

Jensen and Doyle left during the budget presentation.

5) Executive Session

Diedrich asked if there was a motion for executive session; hearing none, it was not held.

There being no further business, motion was made by Bailie and seconded by Frankenfeld **to adjourn the meeting**. Upon vote being taken, the motion carried unanimously. The meeting adjourned at 10:18 a.m.

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

Sandra Arnold, Administrative Assistant

Date