

**RUSHMORE PLAZA CIVIC CENTER  
BOARD OF DIRECTORS MEETING MINUTES  
OCTOBER 27, 2020**

Chair of the Board, Gary Brown, called the meeting to order at 8:16 a.m. with the following Board members present: Tim Johnson, and via tele-conference: Brad Estes and Charity Doyle. Staff present include: Deputy Director/Finance, Tracy Heitsch; Deputy Director/Events, Jayne Kraemer; Accounting Clerk, Pat Koerlin; and Stage/Production Manager, David Owen. Liaisons present via tele-conference include: RC Council, Greg Strommen; Visit RC, Julie Jensen; RC Area Schools, Jared Vasquez. Others present via tele-conference include: RC Journal, Kent Bush; RC Council, Ritchie Nordstrom and Assistant City Attorney, Jess Rogers.

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

**General Public Comment**

None

**Minutes**

Motion was made by Estes and seconded by Johnson **to approve the minutes of October 13, 2020, meeting as presented.** Upon vote being taken, the motion carried unanimously.

**Bill List**

The 2020 Bill List for October 27, 2020, was audited.

A & B BUSINESS SOLUTIONS INC	1441.99
ALSCO INC	909.20
CARBONHOUSE	600.00
CASH-WA DISTRIBUTING COMPANY	1847.74
CHEXCEL	25.00
CHRIS SUPPLY COMPANY INC	67.54
CITY OF RAPID CITY	6149.91
COCA-COLA OF THE BLACK HILLS	1124.25
CRUM ELECTRIC	184.84
ECOLAB INSTITUTIONAL INC	294.95
ELEVATE RAPID CITY	2500.00
FOUR WINDS INTERACTIVE LLC	71.42
GOLDEN WEST TECHNOLOGIES INC	160.00
HILLYARD INC. / SIOUX FALLS	179.34
JERRY'S CAKES SHAKES & BAKE	10.23
KIEFFER SANITATION INC	1575.22
KNECHT HOME CENTER	56.10
KOTA-TV	950.00
LIGHTING MAINTENANCE CO	36.08
M G OIL CO	310.93
MATHESON TRI-GAS INC	107.35
MENARDS	101.58
NORTH CENTRAL SUPPLY INC	180.00
RAPID CITY JOURNAL - ADVERTISING	283.89
SAFEWAY INC	97.42
STATE OF SOUTH DAKOTA	250.00
STURDEVANT'S AUTO PARTS	158.47
SYSCO MONTANA INC	1565.04
TIME EQUIP. RENTAL & SALES INC.	8.65
US FOODS	4148.69
US FOODS INC	1780.76
VAST BUSINESS	2636.12
WATERTREE INC	135.01
WESTERN STATIONERS	385.00
Total	30,332.72

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

### **Liaison Reports**

#### **Visit Rapid City**

Julie Jensen is excited that they have had many last minute bookings recently. She appreciates Tanya Gray being very instrumental in making the events at the Civic Center happen. With the two Church of God events in September and October, plus sporting events, the past two months for BBB has been phenomenal. After two successful site inspections, we are hopeful for commitment from Freedom Fest to hold their convention here next year. They were upset Las Vegas shut them down, so they are looking for a new site. Jensen mentioned that they are also working with the Military Reunion Network and many other events to get conventions to Rapid City.

Jensen had exciting news that VRC was awarded a grant of \$750,000 from the South Dakota Department of Tourism via the Federal Cares Act to be spent by the end of the year. The SD Tourism Secretary allowed destination marketing organizations to apply for this grant to help offset funding losses in their industry. The award was based on marketing dollars spent in 2017, 2018 and 2019, plus listing what VRC has done since March 15 in terms of Covid marketing efforts. Jensen said that much of the money will be spent on soliciting conventions and meetings, as well as the leisure market. VRC is working to keep the Civic Center full in 2021!

#### **RC Council**

Greg Strommen said he did not have anything to share regarding City Council.

#### **RC Schools**

Jared Vasquez stated that they appreciate the partnership with the Civic Center helping to keep activities going. They were able to move the State Cheer and Dance competition to the Civic Center to provide for a safer environment. It was awesome to have access to the Barnett Arena and many other areas in the facility for safe dressing rooms allowing adequate social distancing. The entire Civic Center staff was awesome and he received many compliments about the facility. The weather caused lower attendance than anticipated. Vasquez said they are working on the RC Invitational Wrestling event. The event will look different this year because some surrounding state schools are not authorized for out of state travel. He wanted to thank the Civic Center Board and staff for their support in creating opportunities for kids.

### **Financial Information**

Heitsch discussed the working financial papers as of and ending in the month of September 2020 YOY comparison through 2016. She was pleased with the news from Jensen regarding the grant and its use in promoting conventions and meetings, as well as leisure travel for our area and facility. Heitsch mentioned that Civic Center revenues are down, but expenses are also down. She thanked the Civic Center staff of being cognizant of all expenses. We continue to track expenses and are solid on that effort. Through the first 19 BBB payments of the year, receipts are down only 9.5%. Several months ago we had projections that had us down 25%, 50%, or even 75%. If we continue on this path, we will end much better than projected. Johnson feels that fall has been solid in the hotel business and feels we will narrow the gap. November is always slow, and he feels they should be par with last year. Heitsch said we are working on trying to project our cash position into the new year. Moving forward, we have lots of events held on the calendar, but things change daily. She said they are also working diligently on the FF&E Budget for the new arena. It is very tight. As was discussed with the Board back in February and March, during 2021 budget season, some equipment on the FF&E budget may be capital expenses for us instead. The first three months of 2021 will be telling for us. Estes mentioned how forecasting is difficult now. For the past three months they have been up over last year. Jensen stated that the big discussion is the LNI board meeting this week where they will make a decision on the status of the LNI event. She mentioned how this event affects not only the Civic Center, but also the hotels and restaurants in Rapid City. The Board accepts this as information.

### **Event Update**

Jayne Kraemer discussed the event calendar for the next few weeks. Last week we had Chancey Williams in our theatre shooting a music video. We received some very good social media traffic from that event. Flint Rasmussen was also a part of the video. The State Cheer and Dance Competition was at the Civic Center last Friday and Saturday. We helped enforce their state required mask mandate. We were able to create multiple dressing rooms with pipe and drape thru Rushmore Hall, and also used every

locker room, star dressing room, and upper Barnett rooms to enable them to spread out. Our concession stands were open and the event worked well. We had positive feedback from customers observing our cleaning and spraying between events. Everyone was cautious and it worked out well. This week is lighter with some construction meetings, LNI Board Meeting and Elevate Rapid City's Annual Meeting. The Rapid City Rush is having their Fan Fest on Saturday. There will be corporate sponsor booths, player announcements, and they will introduce the new jerseys to kick off the season. There are only two home games in December (Dec 11th and 12th), with the next 12 games on the road with January having three home games. The rest of the schedule is not completed yet. We are looking forward to the BH Rapids Soccer renting Rushmore Hall on Mondays and Tuesdays over the next three weeks. There will be several Monument Health meetings, plus the Rocky Mountain National's wrestling event will be here again on November 7 and 8 in the Barnett Arena. This will be their 3<sup>rd</sup> wrestling event they have held here since August 1<sup>st</sup>. RMN requires temperature readings for all participants and individuals attending the event. Kraemer also stated that we are excited that SD Farm Bureau has moved their event to the Civic Center November 19-21. Brown asked how our staffing needs are coming. Kraemer feels we are maintaining well at this time. She reminded that all our staff are wearing masks and taking all safety precautions.

**Executive Director's Update**

None

**Miscellaneous**

Heitsch discussed the dates of the RPCC Board Meetings for November and December. At this time, it appears we will not have problems maintaining a quorum.

There being no further business, motion was made by Estes and seconded by Johnson **to adjourn the meeting**. Upon vote being taken, the motion carried unanimously. The meeting adjourned at 8:51 a.m.

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

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Pat Koerlin, Accounting Clerk

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Date