

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

Chairman of the Board, Mike Diedrich called the meeting to order at 8:35 a.m. with the following Board members present: Donna Winkler and Don Frankenfeld. Staff present include: Assistant Executive Director, Jayne Kraemer; Assistant Executive Director, Tracy Heitsch; Director of Food Services, Ryan Knutson; and Administrative Assistant, Sandra Arnold. Liaisons present include: CVB, Julie Jensen and Rapid City Area Schools, Darren Paulson.

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

General Public Comment

None

Minutes

Motion was made by Frankenfeld and seconded by Winkler **to approve the minutes of the October 25, 2016 meeting as presented**. Upon vote being taken, the motion carried unanimously. Motion was made by Winkler and seconded by Frankenfeld **to approve the minutes of the November 8, 2016 meeting as presented**. Upon vote being taken, the motion carried unanimously.

Bill List

The 2016 Bill List for November 22 was audited.

28 AMXS BOOSTER CLUB	422.61
A & B BUSINESS EQUIPMENT INC	876.40
ACE HARDWARE-EAST	27.94
ACE HARDWARE-WEST	72.98
ALSCO INC	763.55
ARCHITECTURE INCORPORATED	450.00
BIERSCHBACH EQUIPMENT INC	366.43
BLACK HILLS CHEMICAL CO INC	159.80
BORDER STATES ELECTRIC SUPPLY	703.88
BROWN'S SMALL ENGINE REPAIR	1621.15
CASH-WA DISTRIBUTING COMPANY	3116.92
CASK & CORK	2150.40
CBH COOPERATIVE	277.20
CHRIS SUPPLY COMPANY INC	503.26
CITY OF RAPID CITY	3486.97
COCA-COLA OF THE BLACK HILLS	999.50
CONVERGINT TECHNOLOGIES LLC	868.28
CRESCENT ELECTRIC SUPPLY CO	568.28
DAKTRONICS INC	335983.38
DIAMOND VOGEL PAINT CTR	411.04
E & J SPECIALTIES INC	275.00
EASTMAN SOUND & MUSIC	55.00
ELAVON INC	150.00
FASTENAL COMPANY	139.41
FAT BOYS INC	504.00
FISHER BEVERAGE COMPANY INC	4104.85
FOOD SERVICES OF AMERICA	6048.46
FOUR WINDS INTERACTIVE LLC	543.92
FREMONT INDUSTRIES INC	1714.72
GOLDEN WEST TECHNOLOGIES INC	531.00
GRIMM'S PUMP SERVICE INC	228.02
HAGGERTY'S MUSIC WORKS	23.89
HILLS MATERIALS CO	521061.02
HILLYARD INC. / SIOUX FALLS	72.04

INTELLICEPT	1408.90
JOAN'S PLANT SERVICE	350.00
JOHNSON BROTHERS OF SD	988.34
JOLLY LANE GREENHOUSE	169.00
KIEFFER SANITATION INC	2750.55
KNECHT HOME CENTER	255.12
M G OIL CO	323.76
MATHESON TRI-GAS INC	111.60
MENARDS	17.98
NORTHERN TRUCK EQUIPMENT CORP	10350.00
NORTHWEST PIPE FITTINGS INC	1085.01
PACIFIC STEEL & RECYCLING INC	101.35
PITNEY BOWES	359.43
PROUD PROFESSIONALS	529.16
QUALITY BRANDS OF THE BLACK HILLS	3613.40
R & R SPECIALITIES INC	1198.80
RAPID CITY JOURNAL - ADVERTISING	945.23
RAPID CITY SHRINE CLUB	228.25
RCS CONSTRUCTION INC.	78637.50
SAFEWAY INC	63.36
SIGN EXPRESS	852.73
SOUTH DAKOTA SCHOOL OF MINES & TECHNOLOGY	588.37
STATE OF SOUTH DAKOTA	140.00
SUMMIT SIGNS & SUPPLY INC	422.50
SYSCO MONTANA INC	891.01
THYSSENKRUP ELEVATOR CORP	306.72
TIKIBARTOGO.COM LLC	1799.00
TIME EQUIP. RENTAL & SALES INC.	770.66
UNITED PARCEL SERVICE INC	73.82
US FOOD SERVICE	1024.99
VAST BUSINESS	2152.36
VERIZON WIRELESS	1419.35
WESTERN STATIONERS	15.95
Total	1,003,225.50

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

Heitsch also handed out a spreadsheet detailing the Department of Justice projects then explained.

Liaison Reports

Julie Jensen – Convention & Visitors Bureau: Jensen stated meetings were held detailing the “fireball run” for next fall. CVB is finalizing the festivities for the LNI 40th anniversary celebration.

Charity Doyle – Council Liaison: Not present.

Darren Paulson – School Liaison: Paulson stated the school is transitioning into their winter season with the Rapid City Wrestling Invitational on December 9-10, 2016 with 39 schools from 4 states. Paulson will be attending the site selection meeting December 14 for the 2020-2021 school year.

Financial Information

Heitsch discussed the working financial papers as of and ending in the month of October 2016 YOY comparison through 2012 as sent to each Board Member. Board accepts as information. Frankenfeld asked how we project future events dollars to help with analyzing the swing of ebb and flows or to see if there is a decline. Kraemer and Heitsch explained different ways they currently look at future events but agreed they will do some more analyzing.

Paulson left the meeting.

Executive Director's Update

Heitsch explained Baltzer was on vacation and did not have anything further to add for his update.

Jensen left the meeting.

Miscellaneous:

1) Job Description Discussion

Heitsch reminded the Board of the previous discussions regarding the changes to salaries and restructuring due to either employees retiring, governed mandated OT issues/FLSA changes, and subsequent compression issues. Heitsch referred to the organizational chart with the new title changes for Assistant Executive Director to Deputy Director; Operations Manager to Director of Operations, Corporate Sales Manager to Director of Corporate Sales, and Food Services Manager to Director of Food Services. These changes will help clarify the positions in each department while also allowing restructuring in the Operations Department and Food Services Department. Heitsch introduced Knutson and asked him to explain the restructuring of his department. Knutson stated when he was hired there was only one manager with three assistants and everyone just did everything, no specified duties. He wants to create clarity by defining each area; culinary, concessions, and catering. This helps him be able to focus on accounting, marketing, food quality and diversity, and employee hiring and retention. Knutson stated with this new structure it created a need to change the job descriptions for those positions. Board feels the areas that have been presented for restructuring make great sense and fully support the changes. Board reviewed the job description suggestions and stated they agree with the recommended changes as presented.

2) Executive Session

Diedrich asked for a motion to go into executive session, hearing none it was not held.

There being no further business, motion was made by Winkler and seconded by Frankenfeld **to adjourn the meeting**. Upon vote being taken, the motion carried unanimously. The meeting adjourned at 9:20 a.m.

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

Sandra Arnold, Administrative Assistant

Date