

**RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, January 26, 2016**

Chairman of the Board, Jeff Bailie called the meeting to order at 8:16 a.m. with the following Board members present: Jennifer Landguth, Don Frankenfeld and Donna Winkler (via teleconference). Staff present include: Executive Director, Craig Baltzer; Assistant Executive Director, Jayne Kraemer; Assistant Executive Director, Tracy Heitsch; and Administrative Assistant, Sandra Sheeder. Liaisons present include: CVB, Julie Jensen. Others present include: Sutton Rodeo Representatives, Jim Sutton and Steve Sutton; Public Works Representative, Rod Johnson. Board member, Mike Diedrich entered later in the meeting.

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

General Public Comment

S. Sutton is really excited to get the 39th year of the rodeo started; really appreciates Rapid City, this building and the staff.

Minutes

Motion was made by Landguth and seconded by Frankenfeld **to approve the minutes of the December 22, 2015 meeting as presented.** Upon vote being taken, the motion carried unanimously.

Bill List

The 2015 Bill List for December 22 was audited.

AMXS BOOSTER CLUB	490.27
ACE HARDWARE-WEST	348.38
ALSCO	3976.37
AMERICAN LEGION POST 303	3080.39
ARMSTRONG EXTINGUISHER SVC. INC.	468.27
ASSOCIATION OF LUXURY SUITE DIRECTORS	440.00
B & H PHOTO	19509.50
BLACK HILLS CENTER FOR EQUALITY	491.53
BLACK HILLS STOCK SHOW FOUNDATION	250.00
BORDER STATES ELECTRIC SUPPLY	2390.88
CARQUEST AUTO PARTS	225.12
CASH-WA DISTRIBUTING COMPANY	11174.62
CBH COOPERATIVE	730.30
CHEXCEL	25.00
CHRIS SUPPLY COMPANY	511.20
CITY OF RAPID CITY	6164.31
CLIMATE CONTROL SYSTEMS & SERVICE	369.71
COCA-COLA OF THE BLACK HILLS	23136.00
COLD FRONT DISTRIBUTION LLC	1820.40
CONTRACTORS INSULATION &	266.20
CONTRACTOR'S SUPPLY INC	126.00
COPY COUNTRY INC.	30.50
CRESCENT ELECTRIC SUPPLY CO	250.44
CRUM ELECTRIC	273.51
DAKOTA SECURITY SYSTEMS INC	672.93
DIAMOND VOGEL PAINT CTR	487.80
E & J SPECIALTIES INC	279.00
EAGLE SALES OF THE BH INC	4488.80
EASTMAN SOUND & MUSIC	110.00
EVERGREEN OFFICE PRODUCTS INC	248.47
FASTENAL COMPANY	38.44
FERGUSON ENTERPRISES INC	802.33
FISHER BEVERAGE COMPANY	16985.45
FOOD SERVICES OF AMERICA	4879.76
FOUR WINDS INTERACTIVE LLC	543.92
FRH FIELD SERVICE	525.00

GARRETT FENCING INC	3061.23
GOLDEN WEST TECHNOLOGIES	716.00
GRIMM'S PUMP SERVICE INC	224.80
HAGGERTY'S MUSIC WORKS	196.00
HARVEYS LOCK SHOP	89.34
HEARTLAND PAPER CO	953.04
HOBBY LOBBY	113.98
HORWATH LAUNDRY EQUIPMENT	78.00
JERRY'S CAKES SHAKES & BAKE	63.00
JOAN'S PLANT SERVICE	350.00
JOHNSON BROTHERS OF SD	25461.86
JOHNSON CONTROLS INC	778.96
JOHNSON MACHINE INC.	363.65
KIEFFER SANITATION INC	2964.72
KNECHT HOME CENTER	993.47
KRUSE, JUSTINA	73.29
LEXJET	1722.00
LIGHTING MAINTENANCE CO	6.00
LOWE'S	812.52
M G OIL CO	1036.96
MARCO INC	968.06
MATHESON TRI-GAS INC	160.17
MAURADERS SOFTBALL	899.05
MCKIE FORD INC	605.48
MEDTECH WRISTBANDS	2115.97
MENARDS	666.22
MIDWEST MARKETING	8474.00
MOUNTAIN PLAINS AUDIOLOGY	92.00
MT STATES SECURITY	314.82
NCR CORPORATION	724.84
NEVE'S UNIFORM INC	3187.05
NORTHWEST PIPE FITTINGS INC	126.25
OFFICEMAX INCORPORATED	530.81
OVERHEAD DOOR CO. OF RC	630.04
PAN-O-GOLD BAKING COMPANY	527.40
PRESSURE SERVICE INC.	584.35
PROMOTION REHABILITATION	240.00
PROVANTAGE LLC	440.00
QUIK QUARTER	76.00
R & R SPECIALITIES INC	169.55
RAPID CITY AREA SCHOOL DIST 51-4	115.14
RC CHRISTIAN EDUCATION ASSOC	2031.35
RAPID CITY SHRINE CLUB	782.75
RC JOURNAL - ADVERTISING	1097.92
RED WING SHOE STORE	450.67
REPUBLIC NATIONAL DISTRIBUTING CO	18285.52
RUNNINGS SUPPLY INC	1137.13
SAFEWAY INC	270.46
SALT SHAKER	385.00
SAM'S CLUB	5539.81
SEQUENT ENERGY MANAGEMENT LP	11177.82
SERVALL UNIFORM/LINEN CO	250.88
SESAC INC	1040.67
SPARTAN STORES LLC	2.88
STAN HOUSTON EQUIP CO INC	139.95
SUMMIT GROUP SOFTWARE	198.80
SUMMIT SIGNS & SUPPLY INC	412.50
SYSCO MONTANA INC	6010.23
TESSIER'S INC	972.03
TIME EQUIP. RENTAL & SALES INC.	295.33
TOWN SQUARE PUBLICATIONS	100.00

ULINE INC	237.29
US DEPT OF AGRICULTURE-FOREST SVC	4964.00
US FOOD SERVICE	19652.94
VAST BUSINESS	1987.90
VERIZON WIRELESS	1747.03
VICTORIA'S GARDEN	180.00
WALMART COMMUNITY	264.20
WATERTREE INC	86.20
WESTERN COMMUNICATIONS INC	689.25
WESTERN STATIONERS	553.40
Total	249,260.73

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

Diedrich entered the meeting.

Liaison Reports

Julie Jensen – Convention & Visitors Bureau: CVB is working with a new ad agency to focus on convention business efforts; began a program called the “Amazing Rush”. Meeting planners submit legitimate RFP’s for their meeting; if they are chosen they will receive a vacation in the Black Hills. The first three days of March, CVB will be blitzing SDSU and USD to have them bring their conventions “home”. The ICPC has been booked and fully confirmed for 2017. The Delta Airline campaign is on its second leg now; flight numbers are up from June 2014 to June 2015. Lastly, the PBS van has asked the CVB if they would like to “wrap” part of the van; it will get wrapped during the State A & B Wrestling tournament, there will be a press conference and tour of the van.

Charity Doyle – Council Liaison: Not present.

Darren Paulson – School Liaison: Not present.

Financial Information

Heitsch discussed the working financial papers as of and ending in the month of December 2015 as sent to each Board Member. The financial papers compares previous years back to 2011 along with comparison to 2015 budget. Heitsch did a recap of 2015 financials; revenues and expenses, along with attendance, event, and event days. Heitsch went over rental income from non-profit versus commercial. Heitsch covered some of the big items that will be needed in 2016; parking lot G reconstruction, point-of-sale system, electronic and sound items in the Barnett Arena. Bailie would like to have an update of the prioritized needs list at the next full Board meeting. Board accepts as information.

Executive Director’s Update

Baltzer stated the last update he received from the Mayor regarding the future of the Barnett Arena; many applications were received for the new committee and he is narrowing down the list to a small group. Baltzer explained he did an interview regarding the progress of the Department of Justice’s ADA requirements for the facility. Staff have met several times with the Independent Licensed Architect and reports have been sent to the City Attorney for submission to the DOJ on the progress. Many smaller repairs items have been done internally while other larger items will go through the appropriate processes. A design consultant for the west side parking lots has been hired and we are projecting to have the work done this summer; the next phase being worked on are the public concourse restrooms.

The state of South Dakota Department of Homeland Security has had a vacancy in their department for a long time and it now has been filled. This will now enable the facility to have a security assessment completed done. This has been scheduled for early March.

Miscellaneous:

1) Warrant of Re-Appointment of a Board Member

Bailie presented Landguth with her Warrant of Re-Appointment for the Civic Center Board of Directors for her second term of January 2016 to January 2019.

2) Election of Officers

Motion was made by Landguth and seconded by Frankenfeld **to nominate Diedrich for Chairman of the Board.** Upon vote being taken, the motion carried unanimously. Diedrich accepted the position.

Motion was made by Landguth and seconded by Frankenfeld **to nominate Winkler for Vice-Chairman of the Board**. Upon vote being taken, the motion carried unanimously. Winkler accepted the position.

Jensen left the meeting.

3) Executive Director's Interview Expenses

Heitsch explained the motion by the Board to approve refunding Baltzer for his interview expenses was not sufficient, therefore, the attorney's office drafted an addendum to the contract. Heitsch passed around the addendum. Motion was made by Landguth and seconded by Frankenfeld **to approve the addendum, sign, notarize and then file the addendum**. Upon vote being taken, the motion carried unanimously.

4) RFP for Website

Heitsch explained Midwest Marketing is no longer hosting or maintaining the backend of the website. The website has recently had some problems therefore creating more of an urgency to find someone to host and maintain the site. Heitsch handed out a draft of the RFP and asked for Board permission to advertise the RFP. Motion was made by Diedrich and seconded by Landguth **to move forward with the RFP process for the website**. Upon vote being taken, the motion carried unanimously.

5) Executive Session

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

There being no further business, motion was made by Landguth and seconded by Diedrich **to adjourn the meeting**. Upon vote being taken, the motion carried unanimously. The meeting adjourned at 9:30 a.m.

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

Sandra Sheeder, Administrative Assistant

Date