

**CIVIC CENTER COMMISSION
MEETING MINUTES
June 26, 2014**

Attendees:

CCC Members: Chairman Scott Najarian, Commissioner John Harrity, Commissioner John Budd, Commissioner Jim Knowlton & Commissioner Lowell Alexander

City: John Odell, Candy Ralphaelson, & Rick Trifero

SMG: Julia Iorio & Jim Moughan Absent: Sandy Dunn

Minutes Prepared by: SMG

1. Call to Order:

Chairman Najarian brought the meeting to order at 12:08pm.

2. Acceptance of Meeting Minutes – May 22, 2014

Chairman Najarian motioned to accept the minutes of the May 22, 2014 meeting; seconded by Commissioner Harrity. (5 yeas, 0 nays). *Motion passed.*

3. Major Projects – J. Odell

- a. **Expansion & Refurbishment Project** – The Expansion Project is winding down with punch lists still being completed, as expected. Last update roughly 200 left with 170 of that retainage. 1-2 months is the projected finish.

- b. **Capital Projects** –
 - 1) **Lighting** – Architectural Services is putting together scope for this project, which is expected to be done in the next two weeks. The project will then be put out to bid on short track to be completed.
 - 2) **Sound System** – Issue is finding an appropriate funding source to cover the expected costs. Should be able to do this once the FY 2014 books are closed later in July.

Commissioner Najarian inquired about the \$5M reported in the newspaper. Mr. Odell was not able to offer an update. Commissioner Najarian asked if earmarked for the skybridge. Mr. Odell had no further information on this topic.

Chairman Najarian congratulated Jim Moughan and the DCU Center staff for the work done in preparation for President Barack O'Bama's visit to the City. Jim stated that much work was involved to prepare but the Secret Service agent commended the DCU Center for the smooth and seamless efforts. The Agent also noted that it was the smoothest operation in the 13 years he had been a part of. Ticket issues were minimal. Jim stated that the line to get into the DCU Center stretched all the way to Mechanics Hall, but moved quickly and by 2:55pm, all guests were inside. The event was a big success economically as well, with over 200 secret service staff utilizing hotels, food establishments, shoe shine businesses, gas stations, etc.

Commissioner Knowlton inquired about the internet usage problem during the Democratic Convention. Jim Moughan explained that due to the extreme volume of usage, the bandwidth was at capacity. DCU Center staff was notified of the problem and the bandwidth was increased to alleviate any further delays/issues.

4. SMG Reporting

a. Monthly Highlights/Financials – J.Moughan/J.Iorio (As Outlined in Attached Report)

General highlights and financials were discussed with explanation to the Commission that if additional financial details were requested, they would certainly be provided, but in a separate format.

Human Resources received a \$21,000 grant, which is actively being used by the training committee for many behind the scenes programs and food service cooking courses in our Savor Catering kitchen.

b. Sales Report

The Democratic Convention required seven (7) different breakfasts (\$35,000 earned with bacon & egg breakfasts alone).

Chairman Najarian inquired if any further information regarding the Worcester Sharks remaining as tenant had been released. Jim Moughan confirmed that the August time period would be when that is expected.

Life in Color Paint Party is returning in October. Sandy continues to work on additional concert bookings for the fall. Jim noted that several additional events stemming from the President's visit (new clients) are being considered. The International Cat Show is scheduled for Labor Day Weekend. Magic the Gathering (3 day card event drawing 3,000 people) may require expanding into the Arena space.

Commissioner Najarian expressed that the Commission be notified prior to public announcements of concert events.

Jim Moughan reported that the DCU Center employees hosted a "Weed & Feed" party, which consisted of a pizza luncheon followed by the weeding of all the plaza areas that had become overgrown.

5. Other Items

a. Civic Center Commission Request - Plaque

The Commissioners agreed upon allowing SMG to select the recognition plaque along with selecting an appropriate location for the display (likely Door #1 in the Convention Center). The Commission voiced their confidence in SMG in getting this ordered and installed. Commissioner Harrity expressed that for each commissioner recognized with a name plate, be given the opportunity to proof their name prior to final submission.

6. Next Meeting

a. 2014 Meeting Schedule – Friday, September 26, 2014 / 12pm

DCU Center Conference Room

Chairman Najarian moved to adjourn the meeting; Seconded by Commissioner Budd.
(5 yeas, 0 nays) *Motion passed.*

Meeting Adjourned – 12:58pm