

CIVIC CENTER COMMISSION

Date: Tuesday, March 24, 2022 at 9:00am
DCU Center, 50 Foster Street, Worcester, MA
2nd Floor conference room
and virtually via Webex

MEETING MINUTES

Attendees

Civic Center Commissioners Present

Chairman Brissette, Dist. 1, Commissioner Knowlton, Dist. 3, Commissioner Herideen, Dist. 2, Commissioner Alexander, Dist. 5, and Commissioner Economou, Dist. 1

City Staff

Julie Lynch, Luis Castillo, and Timothy McGourthy

ASM Global (SMG):

Sandy Dunn, Jim Moughan, and Melissa Bishop

1. Call to Order

Chairperson Brissette called the meeting to order at 9:00am.

2. Acceptance of February Meeting Minutes

Chairperson Brissette request a motion to accept February 24th, 2022 Meeting Minutes. Motion was accepted.

4. ASM Global request for approval of promotor advances [vote required]

Chairperson Brissette requested to pull agenda item 4 out of order to allow Mr. McGourthy, City of Worcester CFO, to provide his assessment of the motion for promotor advances. Ms. Dunn explained the request was intended to allow cash advances for the two top promoters, Live Nation and AEG, as ASM Global has this type of agreement with the other Convention Centers they manage. With this new agreement (for Live Nation and AEG events only), 10 days after an event goes on sale, the promotor will be given an advance based on a formula; 75% of money received at 10 days, deducting all anticipated expenses and another 15% for contingency.

Mr. McGourthy confirmed that they spoke with a third party auditor, Clifton Larson Allen, about the structure of the agreement from an accounting perspective. All parties felt comfortable with the agreement since there are controls to ensure that DCU/ASM retains the revenues needed to cover any costs upfront and funds will be returned if any event cancellation occurs. Earned interest lost will as well be accounted and compensated.

Chairperson Brissette requested a motion to accept the item. Commissioner Economu motioned the following:

“Motion to approve ASM Global providing cash advances based on the criteria established approved by the City of Worcester which is limited to Live Nation and AEG at this time.

The criteria that has been established is amended by the Civic Center Commission to also require a calculation for lost interest income to be paid to the DCU Center when providing for cash advance.”

Commissioner Herideen seconded the motion. Motion was accepted.

3. Project Status Updates – City of Worcester

a. Vault – Status Update

Ms. Lynch clarified that JJ Cardosi is the contractor and EDM Services the engineer of record for the Vault upgrade project. The Worcester Fire Department is requiring sprinkler upgrades in the DCU Vault. The sprinkler design request has gone to EDM for design and will be completed in approximately 3 weeks, while the install will take from 4 days to a week. Site work will continue while working through the design. Ms. Lynch mentioned the main site issue is adding a storm water retention systems on Commercial Street due to the number of utilities on the street. JJ Cardosi’s completion date for the Vault is pending based on sprinkler work and site work scheduling.

b. Telephones and Security Cameras

Ms. Lynch stated that supply chain issues are worse than initially expected and now all switches are delayed. As of now the completion of the telephones and security cameras is delayed from May to July. Ms. Dunn noted that while this effects some customers utilizing the switchboard to call the DCU Center, customers do have other means of communicating with DCU Center.

c. Phase 2 Projects

Ms. Lynch mentioned ballroom chairs for the convention center are currently out to bid using the chair that was previously approved by the Commission as the basis of design.

Ms. Lynch mentioned the replacement of south elevator door controls has not been started but will shortly. Ms. Dunn requested that we reassess this request since the south elevator is operational.

Ms. Lynch mentioned the HVAC Controls upgrade is 99% complete and should be finalized soon.

Ms. Lynch confirmed Populous Architects has a fully executed contract with the City. Populous Architects will be reworking the Master Plan and updating the Building Conditions Assessment that was completed 4-5 years ago with the plan to program and prioritize projects. Ms. Lynch mentioned that the City requested a spreadsheet of all open items and deferred maintenance.

4. AMS Global Reporting

a. Monthly Highlights/Financial Statements

Ms. Dunn followed with a monthly update, discussed the new events slated for the upcoming year, and increased social media activity. Ms. Dunn also mentioned the Worcester Common Oval had a 29% increase from the 2019-2020 season.

Ms. Bishop provided a financial statement and reported that through January 2022. Total event invoicing for January was approximately \$100,000 under budget. Year to date, the Convention Center is \$262,000 ahead of budget with eleven more events than the original budget.

b. Sales Report

Jim Moughan reviewed the sales report, highlighting last month's progress for sales and events at the Convention Center.

5. Adjourn

Chairperson Brissette motioned to adjourn. Motion was accepted at 9:34am.

Next meeting: Thursday, April 28, 2022 at 9am