

CIVIC CENTER COMMISSION

Date: Thursday, September 28, 2023 at 8:00am
DCU Center, 50 Foster Street, Worcester, MA
2nd Floor conference room
and virtually via Teams

MEETING MINUTES

Attendees

Civic Center Commissioners

Chair Brissette, Dist. 1; Commissioner Alexander, Dist. 5; Commissioner Economou, Dist. 1 – chaired meeting; Commissioner Herideen, Dist. 1; Commissioner McEvoy, Dist 2.

City Staff

Julie A. Lynch, Chief of Public Facilities & Matthew Urban, Capital Project Manager

ASM Global

Sandra Dunn, Jim Moughan, and Melissa Day

1. Call to Order

Commissioner Economou chaired the meeting and called the meeting to order at 8:03am.

2. Acceptance of Meeting Minutes

Chair Economou requested a motion to accept the minutes of the May 25, 2023 meeting. The motion was made, and seconded. The motion passed.

3.Mr. McGourthy, City of Worcester Chief Financial Officer

Mr. McGourthy review of last year’s audit revealed an issue with reimbursement of the City’s cash advance to the Civic Center during Covid. There is currently no financial mechanism to repay the cash advance of \$662,224 to the City. An amendment is before the Commission for a vote to create a cash advance as an eligible operating expense by ASM Global. This will allow profits to be applied to the repayment of this cash advance over time.

A roll call vote was completed. The Vote to approve passed with three in favor, none opposed.

4. City of Worcester Project Status Update

Mr. Urban summarized the status of capital projects and repairs at the DCU Arena and Convention Center.

- a. Arena seating installation is on schedule for completion in October 2023.
- b. Convention Center electrical vault is complete.
- c. The cameras, telephones still have issues with switches, but will be finalized soon.
- d. Ballroom Chair delivery will be complete this week.
- e. Arena floor folding chairs are also being delivered this week.
- f. BMS HVAC Controls training was completed. Schedule for completion aligns cameras and telephones and is dependent on the new switch issues being resolved.
- g. Phase II Master Plan by Populous Architects will have another amendment for design development of envelope issues.
- h. Domestic Hot Water heater installation is underway.

- i. DAS – Distributed Antenna System – Mobilitie is the successful proposer. DPF is reviewing and synchronizing the Law Department’s and Mobilitie’s License Agreement edits for review again by Mobilitie.
- j. Arena Freight Elevator – DPF is working with VDA consultants to identify the required improvements. They will be evaluating all elevators and the escalators. A purchase order is pending.
- k. Convention Center Slab repairs was substantially over budget. A contract was not signed. Repairs will be scheduled as preventive maintenance and will be ongoing. It was suggested that a floor replacement be included in a larger building improvement project in order to attract bidders. The City will reprioritize repairs with ASM Global and will hold funds in a repair line item to cover larger building repairs until additional funds are secured.
- l. Arena Structural Steel Upgrades did not receive any bids. Bid package was issued twice.

A discussion was started by Commissioner Economou as to why work was not getting accomplished. Ms. Lynch noted that procurement and the bidding and construction atmosphere were challenging. Future summer work should be bid in December of prior year. Ms. Dunn followed that a larger project was required in order to make an impact on the building. Difficult choices were ongoing to prioritize repairs. Commissioner Herideen noted that work was getting accomplished over time.

4. AMS Global Update

Ms. Dunn provided an update on Corporate initiatives for marketing and noted that the DCU Center had received the Time Capsule Award, with competition across 350 ASM Global buildings. Ms. Dunn noted the success of the ASM Global Job Fair and highlighted the focus on diversity. Ms. Dunn, Mr. Moughan, and Ms. Day attended three conventions focusing on general management finances, and best practices for convention meeting rooms and other innovation. Ms. Dunn noted the new corner restaurant Toro Loco opened and has been well received. Foot traffic was a concern for the owner. Existing DCU Arena chairs for season ticket holders were cleaned and held for pickup in the convention center, and any remaining were offered to the public. ADM Global Operations is highlighting sustainable and green initiatives for product procurement. Ms. Dunn noted that Pirate Football would not extend their contract next season.

5. Convention Center Update

Mr. Moughan presented events in the Convention Center including a fire fighter event and India Day in the ballroom, which although smaller than the exhibit hall, was well received and successful.

6. Upcoming Events Arena

Ms. Dunn presented Arena highlights including Hot Wheels Monster Trucks. Comm. Economou asked how events were scheduling this year. Ms. Dunn noted the next quarter is looking better than last year.

7. Upcoming Events Convention Center.

Mr. Moughan noted upcoming Convention Center events including Jiu Jitsu World League, Lego, and Annual New England Lean Conference.

8. Marketing and Social Media Report

Ms. Dunn noted the growth of premium experiences at the DCU; \$47,000 net income with 857 guests over 10 events.

Ms. Dunn noted that a Meet the Seats event was planned on Oct. 4th at 5pm.

9. Finance Update & Human Resource

Ms. Day summarized a yearend report reflecting a positive net income \$1.833M. 41 more event days, Food and Beverage increases, attendance, rebates and ticketing increase of on-line sales all contributed. Ms. Dunn noted it was a terrific year, well above where they thought they would be, and noted that people with credit cards tend to buy more.

Ms. Dunn noted the job fair was strong, comparing years it is opening up. Manpower and Utilities are the two largest expenses. Temp labor has higher costs, and staff don't always have adequate training.

10. Community Initiatives

ASM Global celebrated National Refreshment Day with city bus riders provided with bully water provided by Food and Beverage.

11. Operations Update

Ms. Dunn noted the concrete decks in the arena have been thoroughly cleaned in conjunction with the arena seating installation.

Existing Chairs were cleaned and organized for pick up.

Pirates picked up all equipment

Repairs were made to dashers for hockey.

12. Food and Beverage

New company is picking up kitchen fryer oil pickup.

13. Sales Update

Mr. Moughan noted a waitlist of cheerleading events, and the Catholic Men's Conference.

Mr. Economou asked if the events are trending back from Covid. ASM Global noted they were.

6. Adjourn

Commissioner Economou initiated a discussion regarding the next meeting and start time. He requested a motion to adjourn, which was seconded and passed.

Next meeting: Scheduled on Thursday, October 26, 2023 8:30am.