

CIVIC CENTER COMMISSION
Date: Friday, June 24, 2022 at 10:00am
Virtual Meeting via Webex

MEETING MINUTES

Attendees

Civic Center Commissioners Present

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

Civic Center Commissioner Absent

None

City Staff

Julie Lynch, Chief of Public Facilities, and Luis Castillo

ASM Global (SMG):

Sandy Dunn

1. Call to Order

Chair Brissette called the meeting to order at 10:01am.

2. Acceptance of May Meeting Minutes

Chair Brissette requested a motion to accept May 26, 2022 Meeting Minutes. Motion was accepted.

3. Community Day Fee Application

Sgt. Rose of the Massachusetts State Police requested a Community Fee Day Application be accepted to hold State Trooper Graduation Ceremony at the DCU Center. ASM Global's General Manager provided a history of successful State Police Graduation Ceremonies at the DCU Center. Ms. Dunn noted that the requested dates of October 19th and 20th 2022 are available for rehearsal and graduation. Chair Brissette requested abutters be notified of this event and the presence of State Police in the area. Sgt. Rose affirmed the State Police would be following prior protocol and would do so. Comm. Economou commented that past graduations have been impressive and reflective of the hard work by all parties. Sgt. Rose noted the class size is typical of recent classes at 201 graduates.

Motion to approve was passed via roll call vote. Comm. Herideen was absent for this vote; joining the call after this vote.

4. Project Status Updates – City of Worcester

- a. Ms. Lynch provide an update that J.J. Cardosi, the general contractor for the Electrical Vault Improvement project would complete their work on July 16, 2022, with no lead time issues or future questions anticipated. Future scope for vault work would be addressed through the new Populous design services contract.
- b. Telephone and camera upgrades are still facing supply chain issues with network switch deliveries delayed until October 2022. However, a switch was found that can be used to

- activate all installed cameras in the building. ASM is going through a network update to make this a possibility. The City is providing switches for temporary use, a change order for this work is pending in order to expedite the installation of the telephones. The system will transfer to the new switches in fall 2022, pending receipt of materials. The anticipated completion date for installation of switches is October 2022, contingent on no additional delays.
- c. ASM and the City are working with Shev to determine fabrics and metal selections for final decision on ballroom chairs. 8-10 week lead time. Public Facilities' Christina Kilday will work with ASM Global on finalizing a sample chair, and fabric selection. Sample fabrics have been expedited.
 - d. Controls upgrade for HVAC will be finalized once the new network switches are installed.
 - e. Mini split at the Glazy Susan is complete. A hose bib will be provided by City vendor for maintenance.
 - f. Phase II work with Populous and Arcadis is underway. Populous is working on a masterplan, focusing safety and visitor experience projects this year and prioritizing projects for next year. ASM Global, Arcadis, the Owner's Project Manager, Populous Architects' project team, and Public Facilities met to review the Existing Conditions Study and high level space planning including back of house areas for both short term and long term improvements facility improvements.

5. AMS Global Reporting

Monthly Highlights

- a. Ms. Dunn followed with a monthly update, noting two handouts to be circulated at the September meeting including a service catalog and Worcester Business Journal and Service Catalog.
- b. Ms. Dunn noted a regional meeting attended by ASM Global in Washington, DC. They received a lot of information, following the merger of their company with another. Many people from the corporate office were met, and information on products and revenue sources.
- c. Ms. Dunn noted that Boston Got Sole event returned and have signed again for an event in October. Democratic Convention was held in June, with virtual option attendance was lower than in the past.
- d. DCU naming partner concept for Kindness Rocks, painting rocks through Boys and Girls Club and other non-profits encouraging kids and adults to do kind things for other people. ASM Global partnered with DCU and has placed rocks on display in a DCU Center garden. This is an ongoing interactive event will continue through the summer.
- e. MassHire job fair is an ongoing partnership. Highest number of vendors at this event. MassHire received grants to advertise the event and had over 1,000 job seekers visit the

event. ASM Global HR had a booth and received 12 applications. Lunch and free parking was provided to vendors. 97.5% positive review from vendors.

- f. The former City Manager had requested the ASM Global book talent for Polar Park for the Worcester Tercentennial Celebration. Boston Pops event, originally designated as a Polar Park event, did not work in the park and was moved the DCU Center. Free tickets were made available to the public, with sponsor assistance, and sold out quickly. Cole Porter music was performed, as Cole Porter graduated from Worcester Academy, with Brian McKnight selections for the second half of the show. Singer-Songwriter Brian McKnight and Conductor Damon Gupton both received keys to the City from Mayor Petty.
- g. Ms. Dunn reviewed the sales report, sales initiatives, and highlighted last month's progress for sales and events at the Convention Center.
- h. Ms Dunn noted that the last Covid cancellation has been schedule for December for Sebastian Maniscalco.
- i. Expo Management is no longer operating, and their popular Home and RV shows are being promoted by others. This fills in the open time periods for next year. Two other openings during high demand weekends and ASM Global anticipates booking these time periods.
- j. Marketing updates – Disney on Ice and Frozen & Encanto. Frozen is one of the more popular Disney on Ice Shows and is booked for October.

Financial Report

- a. Financially in great shape through April and projecting through June ASM Global is well ahead of budget. The April numbers totaled \$463,000 net income against a \$214,000 budget, which is attributed to doing much better in food and beverage; Convention Center events have finally returned; and indirect expenses are down. Other expenses had just over \$100,000 in Covid expenses e.g. masks for staff, signage improvements, and hand sanitizers. Hand Sanitizers were sponsored, and advertising money was received. They will be kept in place this year.

Operations

- a. Glazy Susan split unit completed and a great saver for electricity. 500 ton chiller was in use to cool this space. This will reduce energy consumption by not running the chiller all summer long to cool this space.
- b. Projects note completed over the last two years due to being in hospital mode and being short staffed are now being completed. e.g. Employee breakroom upgrades, housekeeping.
- c. IT Dept. – one man IT department is supporting two major city project and ASM Global soft and hardware updates. A corporate IT person will be on site for a few days to support this staff person, who has only been with ASM Global for less than 1 year. Presidio and City IT staff have supported him as well.

Sales Report

- a. Prom season food and beverage saw sales greater than \$190,000
- b. Graduations – 10 High Schools and 10 Colleges, some with multiple graduations. Over 2,000 overnight room nights, specific to college graduations. \$3.4M economic impact.

- c. ASM Global secured contracts with Federal and State governments making it easier to book events for these groups. More complex requirements, but added business for training and meetings makes it worthwhile.
- d. Ms. Dunn reviewed the sales spreadsheet including referral for Jui Jitsu World Competition from ASM Global in California. MCPHS graduations have all returned to Worcester DCU Center. MA Teachers Association will return in July. This is a first step to getting the State event here, by experiencing a small event and having a good experience. New England Fire Chiefs in holding their convention at the DCU. It is New England-wide. Great for a kid's outing.

5. Next meeting will be held in September. Historically during July and August no meetings are held.

6. Adjourn

Chair Brissette motioned to adjourn. Motion to adjourn was accepted.