



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved MONONA TERRACE COMMUNITY AND CONVENTION CENTER BOARD

Thursday, October 21, 2010

4:30 PM

One John Nolen Drive
Hall of Fame Room

Present: 11 -

Sheridan A. Glen; Jeffrey B. Bartell; M. Alice O'Connor; Mona Adams Winston; Henry S. Lufler, Jr.; Ann E. Kovich; Dianne Hesselbein; Judith F. Karofsky; Thomas J. Ziarnik; Judy Sidran and Thomas P. Solheim

Excused: 2 -

William DiCarlo and Glenn R. Krieg

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

A motion was made by Bartell, seconded by Sidran, to Approve the Minutes.
The motion passed by voice vote/other.

PUBLIC COMMENT

There were no citizens present who wished to address the Board.

NEW BUSINESS

1. [20120](#) Introduction of New Board Member, Tom Solheim - Mona Adams Winston, Chair

Mr. Solheim is an attorney who earned his degree from UW Law School and has guided clients, especially non-profits, high tech manufacturers and health care providers through all phases of the business process. He has been a member of Wisconsin Rustic Roads Board, and is a director/active participant in Madison Development Corporation, Madison Committee on Foreign Relations and the Wisconsin Innovation Network, among others. Mr. Solheim expressed his thanks for a warm welcome, and stated that he looks forward to participating in the Board meetings and getting to know the members.

2. [14291](#) Finance Report - Kathi Hurtgen, Director of Finance

Revenues in the month of September were -8% compared to budget, as were expenses. Year-to-date revenues were -9% compared to budget, and revenues were -8%. Revenue over expenditures for the month was \$13,000 and the year-to-date amount for revenue over expenditures was \$116,000. The Board complimented the staff for effectively containing expenses. Holiday season business is still slow due to the economy, but somewhat improved over 2009 levels.

3. [17074](#) 2010 Booking Pace Update - Bill Zeinemann, Director of Marketing and Events

Internal budget year-end projections for 2010 are as follows:

Banquets = 218
Meetings = 176
Conventions = 26
Conferences = 37

Total year-end revenue may exceed \$4,000,000, the third best year in Monona Terrace history, which is significant considering the economic challenges.

Projected events for 2011 indicate:

Banquets = 218 to 221
Meetings = 189
Conventions = 32
Conferences = 30

4. [11917](#) Director's Report - Jim Hess, Director

Board Report - There were no questions or comments on the Board report.

High Speed Rail Update: Staff continues to participate in meetings with the State and City. There have been ongoing discussion about basing inner-city buses at the Monona Terrace loading dock; but because of the high volume of traffic related to events, staff feels the better decision would be to have the buses on Wilson Street. Escalator access to the train tracks can only flow one direction at a time, so a design for a second escalator is being discussed.

Update on Hiring New Director: The Search Committee met on Thursday, October 21 and Human Resources staff members were very impressed with how thoroughly the members had reviewed the applications prior to the meeting. The Committee moved four candidates forward who will meet with the Oral Interview Panel on November 11, 2010; the Search Committee is very pleased with the quality of candidates to be interviewed. A reception for the four candidates will be held on November 10.

New City Ethics Code Rule: The City Ethics Board approved several changes in the Ethics Code which require approval from the City Council. One significant change will affect all City boards, commissions and committees. If approved, all agendas for City committees will be required to have an agenda item for "Disclosures and Recusals Under the Ethics Code" during which members would announce any required disclosures or recusals. Recusal is required if there is a financial or other relationship that could influence the member's vote. Disclosure is required when there is some tangential relationship that would not be expected to influence the member's vote.

5. [18300](#) Announcements from the Chair - Mona Adams Winston, Chair

Committee Assignments: Chair Winston announced the following committee appointments:

Finance Committee: Dianne Hesselbein and Tom Solheim
Operating/Marketing Committee: Judy Karofsky

A motion was made by Kovich to approve the appointments, seconded by Sidran. The motion passed by voice vote / other.

Retirement Party for Jim Hess: Board members were reminded about the retirement party for Mr. Hess, scheduled for Thursday, December 9, 4:30pm – 6:30pm, in the Community Terrace. It is hoped that a majority of the Board members will attend to thank Mr. Hess for his ten years of leadership at Monona Terrace, and wish him well in his retirement!

ADJOURNMENT

A motion was made by Kovich, seconded by Sidran, to Adjourn. The motion passed by voice vote/other.