



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Meeting Minutes - Approved MONONA TERRACE COMMUNITY AND CONVENTION CENTER BOARD

Thursday, January 16, 2020

4:00 PM

One John Nolen Drive
Hall of Fame Room

CALL TO ORDER / ROLL CALL

Present: 8 - Jane Richardson; Michael E. Verveer; Mark J. Richardson; Susan Sabatke; Steven Peters; Judith F. Karofsky; Glenn R. Krieg and James Ring
Excused: 1 - M. Alice O'Connor

APPROVAL OF MINUTES

A motion was made by J. Richardson, seconded by Ring, to Approve the Minutes. The motion passed by voice vote/other.

PUBLIC COMMENT

None.

DISCLOSURES AND RECUSALS

None.

DISCUSSION ITEM

1. [58987](#) Discussion of Candidates for Monona Terrace Executive Director

A motion was made by Richardson, seconded by Krieg, to go into closed session. The motion passed by voice vote/other.

NEW BUSINESS

2. [59007](#) Statement of Interest Filing Reminder

Attachments: [soi_email.pdf](#)

As of this meeting, all of the board members have filed their statements.

3. [58989](#) Downtown Update: Gregg McManners, Director

There have been several productive meetings with Beitler regarding the Judge Doyle Square hotel project. The developer has created a new and competent team for the Hotel. The new Hotel Group means a new hotel operator, flag and

room block agreement. This hotel will also have a new design that will likely include some guest parking.

4. [58993](#) Booking Pace Update: Bill Zeinemann, Associate Director Marketing and Event Services

Attachments: [bp_11-30-19_12-31-19.pdf](#)

2020	Budgeted	Projected
Banquets	172	187
Meetings	168	156
Conferences	25	23 + 1 pending and 3 tentative
Conventions	30	30 + 1 tentative

Banquets are doing well; however, meetings numbers are down, but there is time in the year to make this up. Since 2020 is an election year, historically we have seen business from events surrounding the election.

5. [58995](#) Finance Report: Jeff Boyd, Business Manager

Attachments: [finance_11-2019.pdf](#)

November was a good month with event revenue up 56% compared to budget. There were 46 events of a budgeted 44. Spending per meeting and banquet was significantly higher than budgeted. The average spend per event is budgeted based on historical numbers. This year has seen a trend of increase spending. The month ended with a revenue surplus of \$121,000.

6. [58997](#) Director's Report: Gregg McManners, Director

- A. Administration
- B. Operations
- C. Community Relations
- D. Gift Shop
- E. Sales and Marketing
- F. Event Services
- G. Business Office/Human Resources
- H. Catering

Attachments: [rpt_01-16-2020.pdf](#)

An escalator was down for 2 weeks in December, the longest downtime in the history of the building. Maintenance is looking at both the equipment and the service provider to see if improvements can be made.

7. [58999](#) Announcement from the Chair: Judy Karofsky, Vice Chair
- A. Farewell to Gregg McManners
 - B. Reminder that the Finance Committee will need to meet by February 21

Steven Peters presented a proclamation from the State Legislature, recognizing and honoring Gregg McManners' service to Monona Terrace and the City of Madison. The board shared their thoughts of appreciation for his work and wished him a happy retirement.

ADJOURNMENT

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