



City of Madison

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

*Consider: Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?*

Thursday, May 19, 2022

4:00 PM

One John Nolen Drive
Meeting Room O

CALL TO ORDER / ROLL CALL

- Present:** 7 - Michael E. Verveer; Aureliano Montes; Andrea R. Nilsen; Judith F. Karofsky; Glenn R. Krieg; Eric A. Rottier and Angela Bozo
- Excused:** 5 - Jane Richardson; David A. Aguayo; Mark J. Richardson; Steven Peters and James Ring

APPROVAL OF MINUTES

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

PUBLIC COMMENT

1. [71407](#) 3 mins. per person.

None.

DISCLOSURES AND RECUSALS

Glenn Krieg and Mike Verveer are both members of the Room Tax Commission, and Mike Verveer is a member of the Monona Terrace Booking Event Assistance Advisory Committee. Eric Rottier is a member of the Destination Madison Board of Directors.

PRESENTATIONS

2. [71408](#) New Employee Introductions

The board was introduced to the new Mechanic 2 in the Maintenance Department. His name is Eric Gosling and he has come to Monona Terrace from City Engineering.

NEW BUSINESS

3. [71409](#) Air Wall Contract for JWC Building Specialties, Inc: Connie Thompson, Director

Attachments: [JWC_RES_70745.pdf](#)

A motion was made by Krieg, seconded by Montes, to approve the contract. The motion passed by voice vote/other.

4. [71410](#) 2022 Sponsorships for Community Events: Kristen Durst, Community and Public Relations Manager

Attachments: [Sponsorships2022.pdf](#)

A motion was made by Rottier, seconded by Nilsen, to approve the sponsorships. The motion passed by voice vote/other.

5. [71421](#) Finance Committee Report: Glenn Krieg, Committee Chair

Attachments: [2023capbudget.pdf](#)

A motion was made by Verveer, seconded by Rottier, to approve the 2023 capital budget. The motion passed by voice vote/other.

REPORTS

6. [71425](#) Booking Pace Update: Connie Thompson, Director

Attachments: [bkpc_4-30-22.pdf](#)

2022	Projections	Budgeted
Banquets	164	171
Meetings	114	147
Conferences	22	26
Conventions	25	26

Event revenue projections are down by only 16% versus 18% last month. Sales staff is confident they will pick up more business before the year ends.

7. [71432](#) Finance Report: Jeff Boyd, Business Manager

Attachments: [finance_04-30-22.pdf](#)

2022 overall revenue is down 22% year-to-date. Careful budgeting by management continues to keep costs under budget. The coming 8 months contains many banquets and the summer brings the concerts season. Together that should boost revenue significantly.

April budgeted 50 events but only hosted 40. With salary savings from open positions and prudent use of hourly staff the operating expenses were only over budget by 1%. The month ended with a deficit of \$67,000.

8. [71434](#) Director's Report: Connie Thompson, 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_05-19-22.pdf](#)

Staff is waiting to hear back from PSC regarding which of the 3 projects they are funding with the grant money they awarded.

The Mechanic 1 position in maintenance remains unfilled. The seasonal gardening worker position is being filled by a stage-hand until we can find a new part time hire. Two full time operations workers have been hired.

The gift shop is working on 25th Anniversary branded products along with some Friends of Monona Terrace items. The gift shop has requested approval from Common Council for a 50% position with a guaranteed 20 hrs. a week. If approved, the gift shop will be looking to fill that immediately.

Embassy suites is working on getting signage approvals from city committees.

The sales department worked with Hiebing on a “white paper” for Monona Terrace. This article provides useful industry information but also promotes and features the services Monona Terrace offers.

ADJOURNMENT

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