

Event Center Advisory Board

DATE

January 28, 2025

TIME

5:34

MEETING CALLED TO ORDER BY

Julie Lammers

IN ATTENDANCE

Board Members: Deb Jacoby, James Stenger, Jake Jacoby, Vanessa Perry (Zoom, non-voting)

Others: Julie Lammers (City Clerk-Treasurer)

Absent: None

ASSIGN POSITIONS

Chair – James Stenger

Vice Chair – Jake Jacoby

Secretary – Sarah Stone (Deputy Clerk)

Jake Jacoby made the motion to accept the assigned positions. Second by Stenger. Motion Passed.

SET TIME, PLACE AND DATE OR REGULAR 2025 MEETINGS

Stenger made a motion to set the meetings on the 4th Tuesday of each month at 5:30pm in the VEC Smart Room.

Seconded by Deb Jacoby. Motion Passed.

ADDITIONS AND DELETIONS

Additions to the Agenda

- Daycare Update
- Facebook Post Results
- Commercial Kitchen Rental
- Non-Working Griddle

APPROVAL OF MINUTES

Did not approve minutes as some of the committee didn't get a chance to read them. Will approve at next meeting.

STATUS OF RECOMMENDATIONS TO CITY COUNCIL

A. Member

1. Number
2. Title
 - a. Vergas Community Club – Vanessa Perry
 - b. Lions – Deb Jacoby
 - c. Citizen – Jake Jacoby
 - d. Council Member – James Stenger
 - e. Deputy Clerk – Sarah Stone

- B. The Council would like the current stovetop to be used, and then further discussion can be had about how to move forward – Will discuss more after a few tries.
- C. The Council asked the committee to review the bar fee amount and consider if City, Community Club and Lion's would be exempt from this fee – Members of the Committee decided to no longer discuss this matter.

INCOME AND EXPENSE

Looked at the 2024 Budget and Expenses along with the 2025 Budget.

Current Rental Income:

2024 was \$9,043

2025 Currently is \$8,815 of the budgeted amount of \$12,000

2025 improvements:

- Stenger is going to look at the current hung projector and see if the lamp just needs to be replaced.
 - Stenger and Lammers will look into the current sound system and see what improvements should be made.
 - Jake Jacoby will get a quote from Franklin Fence for roll down doors for the serving windows in the kitchen.
- We still have \$6,239.62 left from the T.I.P Donation to be spent in the kitchen.

RENTAL

1. Current Rental Income:

2024 was \$9,043

2025 Currently is \$8,815 of the budgeted amount of \$12,000

- Perry has a meeting scheduled with the Health Inspector this Thursday to discuss what changes would need to be made in the kitchen to rent it out as a commercial kitchen. She will get back to us with that information and see if we would like to proceed.
- Perry went over some of the results of her Facebook Post and said that many of the responses came back that there was just a lack of knowledge that people could rent the space for different events. She will have a full report of the responses for the February meeting.

2. Advertising

- Will continue our membership with the Vergas Community Club – Splinting the cost of the membership with the Liquor Store.
- Will discuss at the next meeting advertising with other Chambers
- Decided to no longer advertise with TV as we believe that it's not our target audience
- Will continue to advertise with the radio, Frazee/Vergas Paper, and The Perham Bridal Edition
- Perry discussed the possibility of a "Adult Prom" to showcase the VEC set up, along with various event vendors. This event would be promotional for the space as well as a fundraiser.
- Lammers will set up times with Stenger to take promotional photos of the VEC. We would like to have pictures of both the updated space empty and set up for events.
- The Deputy Clerk be tasked with updating information for brochures and Facebook. Stenger made a motion to get a quote from Tammy Kinsella Graphic Design & Marketing LLC for the design and printing of updated brochures. Seconded by Jake Jacoby. Motion Passed.

BUILDING REVIEW

- A. Kitchen Review
 - 1. Stove Top – Previously Discussed
 - 2. Window/Door Closure – Previously Discussed

Lammers would like the Committee to walk thru the building next meeting to create a “To-Do” list of projects that need to be done.

ADDITIONS

- Daycare Update – No Update
- Facebook Post Results – Previously Discussed
- Commercial Kitchen Rental – Previously Discussed
- Non-Working Griddle – The non-working griddle still needs to be looked at. We decided that regardless of who purchased the griddle, that we would like it looked at and to working properly. Vanessa Perry will have Bryan Perry look at it and report back with what needs to be fixed.

Meeting adjourned by Deb Jacoby. Jake Jacoby Seconded. Motion carried.
Minutes Recorded, typed, and submitted by James Stenger.

COUNCIL RECOMMENDATIONS

No recommendations were made to council

FOLLOW UP ACTIONS

- Vanessa Perry will have Bryan Perry look at the faulty griddle and see what needs to be fixed
- Walk thru the building next meeting to create a “To-Do” list of projects that need to be done
- Perry will look into the possibility of an “Adult Prom” and will have more information at the next meeting
- Lammers will set up times with Stenger to take promotional photos of the VEC
- Lammers will get a quote from Tammy Kinsella for new VEC Brochures
- Stenger is going to look at the current hung projector and see if the lamp just needs to be replaced
- Stenger and Lammers will look into the current sound system and see what improvements should be made
- Jake Jacoby will get a quote from Franklin Fence for roll down doors for the serving windows in the kitchen
- Perry will meet with the Health Inspector to discuss the changes needed to rent out the kitchen commercially
- Perry will have the results of the Facebook Post together for the next meeting