

Event Center Advisory Board
Event Center Advisory Board Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password
56587)
5:30 PM on Tuesday, January 23, 2024

1. Call to order

Event Center Advisory Board information

At the first regular meeting, the Board shall elect a Chairperson, a Vice-Chairperson and a Secretary from among its appointed members, each for a term of one year. The Board may create and fill other offices as it may determine.

The Board shall hold meetings at a fixed the time and place. Special meetings may be called at any time by the Chairperson, or in the case of the Chairperson's absence, by the Vice-Chairperson.

Written minutes of meetings shall be kept and filed with the City Clerk prior to the next regularly scheduled City Council meeting but shall be subject to approval at the next Board meeting.

No expenditure by the Board shall be made unless and until authorized for this purpose by the City Council.

The Board will consult with the City Council and shall be advisory to the City Council in matters relating to Event Center Property and recreation programs and finances.

Information regarding Council Portfolio.

1. Recorded minutes are reviewed by the City Council
2. Minutes contain recommendations to the council. Be clear and specific in terms of background of the issue, aspects reviewed and recommended action(s).
3. Minutes must contain when meeting held, where meeting was held, who was present/absent at the meeting, recommendations, and who was the recorder of the minutes.
4. Appointed Council Member to Councils/Committees/Boards are responsible to facilitate communication with the City Council.
5. Appointed Council members to Councils/Committees/Boards are responsible for attendance. If not able to attend the meeting. Contact the city office and an alternate council member will be asked to attend that meeting.

2. Approval of the Agenda

3. Board

1. Mission

The purpose of the Event Center Advisory board is to make recommendations to the Council promoting the community venue of the Event Center making it presentable and impressive to our own citizens, and our visitors.

2. Positions

- a. Chair Person
- b. Vice Chair Person
- c. Secretary

3. Set Time, Date and Place of 2024 meetings

4. Minutes

November 8, 2023

5. Status of Recommendations to City Council

None.

6. Income and Expense

- a. 2023
- b. 2024

7. 2023 Review

8. 2024 Goal Setting

9. Advertising

10. Fundraising Events

11. Adjournment

Table of Contents

1. Call to order	4
3. Board	5
4. Minutes	6
5. Status of Recommendations to City Council	8
6. Income and Expense	9
Sheet1	10
9. Advertising	11

Event Center Advisory Board
Event Center Advisory Board Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password
56587)
5:30 PM on Tuesday, January 23, 2024

1. Call to order

Event Center Advisory Board information

At the first regular meeting, the Board shall elect a Chairperson, a Vice-Chairperson and a Secretary from among its appointed members, each for a term of one year. The Board may create and fill other offices as it may determine.

The Board shall hold meetings at a fixed the time and place. Special meetings may be called at any time by the Chairperson, or in the case of the Chairperson's absence, by the Vice-Chairperson.

Written minutes of meetings shall be kept and filed with the City Clerk prior to the next regularly scheduled City Council meeting but shall be subject to approval at the next Board meeting.

No expenditure by the Board shall be made unless and until authorized for this purpose by the City Council.

The Board will consult with the City Council and shall be advisory to the City Council in matters relating to Event Center Property and recreation programs and finances.

Information regarding Council Portfolio.

1. Recorded minutes are reviewed by the City Council
2. Minutes contain recommendations to the council. Be clear and specific in terms of background of the issue, aspects reviewed and recommended action(s).
3. Minutes must contain when meeting held, where meeting was held, who was present/absent at the meeting, recommendations, and who was the recorder of the minutes.
4. Appointed Council Member to Councils/Committees/Boards are responsible to facilitate communication with the City Council.
5. Appointed Council members to Councils/Committees/Boards are responsible for attendance. If not able to attend the meeting. Contact the city office and an alternate council member will be asked to attend that meeting.

Event Center Advisory Board
Event Center Advisory Board Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password
56587)
5:30 PM on Tuesday, January 23, 2024

3. Board

1. Mission

The purpose of the Event Center Advisory board is to make recommendations to the Council promoting the community venue of the Event Center making it presentable and impressive to our own citizens, and our visitors.

2. Positions

- a. Chair Person
- b. Vice Chair Person
- c. Secretary

3. Set Time, Date and Place of 2024 meetings

**Event Center Advisory Board
Event Center Advisory Board Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password
56587)
5:30 PM on Tuesday, January 23, 2024**

4. Minutes

November 8, 2023

Files Attached

- 2023-11-08 Event Center Agenda Minutes.pdf

CITY OF VERGAS
Event Center Advisory Minutes
Vergas Event Center & Zoom Teleconference
6:30 P.M. on Wednesday, November 8, 2023

The City of Vergas Event Center Advisory Committee was called to order by Julie Lammers on Wednesday, November 8, 2023, at 6:39 pm with the following members present: Paul Pinke, Jezmae Burkett, Paul Haarstick, Julie Lammers, and Bev Flateland. Absent: Vanessa Perry. Guests included: none.

Approval of the Agenda

Motion by Flateland, seconded by Haarstick to approve the agenda with the following addition: heat. Motion carried unanimously.

Minutes

Motion by Flateland, seconded by Haarstick to approve the minutes for October 4, 2023. Motion carried unanimously.

Status of Recommendations to City Council

None

Income and Expense

Reviewed income and expenses provided. For the 2024 budget, the Council has removed improvement funds from most boards and committees. Motion by Haarstick, seconded by Flateland to recommend to Council to approve purchase of a new griddle and freezer. Motion carried unanimously. Committee discussed wish list items: new door/window for the pass-through area in the kitchen, convection oven, and possibly a new coffee maker.

Members

Motion by Haarstick, seconded by Flateland to acknowledge the resignation of members Mary Ditterich and Lyle Krieg. Motion carried unanimously. Lammers updated committee that all current members have terms continuing into 2024.

Meetings

The Advisory Board will not meeting December if the countertops have not been installed at that time. No January meeting, and Lammers will be filling in for Burkett in February.

Building Update

- A. Bar Area- Coolers are setup and running.
- B. Floors – Lammers has asked Colton to meet next week.
- C. Kitchen – Will ask Summers to install the cabinet bases even if the countertops are not ready. Committee members reviewed equipment that can be acquired through Webstaurant Store.

Fundraiser

Burkett will check to see if there is still interest in the cart and griddle. If not, Lammers will list on Facebook Marketplace as the City. Lammers has setup a Give to the Max Day profile for the Event Center. Funds raised will be deposited into the account at West Central Initiative.

Advertising

Lammers reviewed a special promotion for radio advertising. Motion by Flateland, seconded by Haarstick to go with Option 4, 27 30second spots for \$317.50 to be used in February promoting the Event Center. Motion carried unanimously.

Council Recommendations

- Purchase new griddle and freezer.

Follow up Actions

- None

The business for which the meeting was called having been completed, the meeting was adjourned at 8:06 p.m.
Respectfully submitted,

Paul Haarstick, Recording Secretary

**Event Center Advisory Board
Event Center Advisory Board Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password
56587)
5:30 PM on Tuesday, January 23, 2024**

5. Status of Recommendations to City Council

None.

Event Center Advisory Board
Event Center Advisory Board Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password
56587)
5:30 PM on Tuesday, January 23, 2024

6. Income and Expense

- a. 2023
- b. 2024

Files Attached

- 2023 Final Budget for Event Center.pdf

10/31/2023

	<u>2023</u>	<u>2023 Year to</u>	<u>2024</u>
	<u>Budget</u>	<u>Date</u>	<u>Budget</u>
Revenue			
Paid by Vergas Property Taxes	29,900.00	0.00	23,759.00
Rent	17,600.00	11,604.00	17,600.00
Security/Keg Dep	1,500.00	875.00	1,500.00
Insurance Refund	0.00	0.00	0.00
Sign Rental	30.00	0.00	40.00
Grants/Advertising	0.00	0.00	0.00
Refund & Reimbursement	0.00	0.00	0.00
Kitchen Remodel Fundraising	0.00	28,947.85	0.00
Contributions & Donations	500.00	15,715.00	500.00
Savings Account Transfer	0.00	0.00	0.00
Totals	49,530.00	57,141.85	43,399.00

Expenses

Employee Wages	300.00	1,516.07	7,830.00	**Council approved 520 hours of employee wages
Deductions	0.00	783.03	660.00	
Telephone (cell)	0.00	531.36	720.00	
Professional Service	3,800.00	1,074.64	2,500.00	
Office Supplies	100.00	68.22	50.00	
Operating Supplies	3,900.00	5,934.24	4,000.00	
Travel, Mtgs, & Schools	0.00	0.00	0.00	
Repair & Maintenance. Supplies	1,580.00	1,580.00	1,600.00	
Clothing Allowance	0.00	0.00	0.00	
Internet	1,050.00	1,050.00	1,104.00	
Security	0.00	0.00	500.00	
Printing & Advertising	4,000.00	2,510.00	4,000.00	
Insurance	1,900.00	4,107.00	3,085.00	
Utility Services	8,000.00	6,813.41	8,200.00	
Rubbish Service	1,500.00	2,175.74	1,600.00	
Repair & Maintenance Service	3,000.00	4,356.45	2,600.00	
City Share/Assessments	400.00	426.90	450.00	
Improvements	20,000.00	64,710.44	5,000.00	*
Refund & Reimbursments	0.00	20,943.82	0.00	
Totals	49,530.00	118,581.32	43,899.00	

Year to DateBalance

(\$41,439.47)

*improvements

**Replace flooring \$10,000 American Rescue Funding
\$10,000 2022 Budget
**Paid by Fundraisers \$28,948

2024 Improvements

Remove current cabinets and sink in smart room
Replace Floor in smart room
New Chairs for smart room

**Event Center Advisory Board
Event Center Advisory Board Meeting
Vergas Event Center and Zoom Id number 267-094-2170 (password
56587)
5:30 PM on Tuesday, January 23, 2024**

9. Advertising

Files Attached

- Happy Holidays Advertising for Vergas Event Center.pdf

Happy Holidays

Send holiday greeting/ to your valued clients, friends
and prospective customers.

Packages:

- Option 1 81 : 30 second ads - \$992.25 on 102.3 KRCQ only
- Option 2 81 : 30 second ads - \$810 on Wave, KDLM & KPRW only
- Option 3 51 : 30 second ads - \$548.25 - Wave, KDLM & KPRW
- *Option 4 27 : 30 second ads - \$317.25 - Wave, KDLM & KPRW

Ads can be used October - February



This station does not discriminate in the sale
of advertising time, and will not accept
advertising which is placed with intent to
discriminate on the basis of race or ethnicity.