

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, November 26, 2024

- 1. Call to order**
- 2. Additions and Deletions**
- 3. Minutes**
October 29, 2024
- 4. Status of Recommendations to City Council**
None.
- 5. Income and Expense**
- 6. Members**
- 7. Rental Ideas**
 - A. Daycare
 - B. Birthday Parties
- 8. Membership**
 - A. Vergas Community Club
 - B. DL Chamber
 - C. Pelican Rapids Chamber
 - D. Perham Chamber
- 9. Building Review**
 - A. Kitchen
 1. Stove Top
 2. Convection Oven
 3. Window/Door Closure
- 10. Fundraising Events**
 - A. Vendor Event
 - B. Tables De Jour
 - C. Others
- 11. Adjournment**

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3. Minutes

October 29, 2024

Files Attached

- 10.22.24 Event Center Minutes.pdf

Vergas Event Center Advisory Board Meeting Minutes

Date: 10/22/2024

Time: 5:30pm

Location: Vergas Event Center smart room

Attendees: Vanessa Perry, Paul Pinke, Deb Jacoby, Jake Jacoby, Jezmae Burkett, Julie Lammers (zoom) **Absent:** James Stenger

1. **Call to Order**-Meeting called to Order at 5:30pm by Pinke.
2. **Additions and deletions**- None
3. **Approval of Minutes** Perry motioned to approve Pinke seconded. Motion carried unanimously.
4. **Status of Recommendations to council**
 - Still waiting on the new railings. (New ones got installed two days after meeting so on the 24th.)
 - Accepted the resolution to receive \$15,000 T.I.P. donation. Towards new Kitchen equipment. Cost \$480 more than calculated due to wheel add on. New stove will arrive Thursday. Oven will not be shipped for 2 weeks.
 - Approved Lauren Menz to fix wall under sink. Estimated 2weeks until completion for all supplies. Wall already looks good for upcoming event.
 - Still have \$3,800 left from the T.I.P. donation.
5. **Income and Expenses**
 - Currently behind for next year's income.
 - Burkett provided a flyer she will post on various bulletin boards in the surrounding area. The board suggested areas to fix before posting. The approximate radius to post these will be Perham, Detroit Lakes, Pelican and Cormorant.
 - Perry suggested if any donation money remains after all kitchen expenses are covered. Use it to advertise on new electronic billboards on HWY 59.
 - J. Jacoby suggested looking into local chamber of commerce membership fees. Sound like that is a great avenue to get the V.E.C. name out there.
 - Lammers informed us we are not members of Vergas Community Club. We discussed possibly asking the liquor store to split the fees to become a member. Burkett mistakenly thought we were because the liquor store is and she works at both.
- b. Discussed Rate increase for 2025 numbers proposed by Lammers**

Perry motioned to accept the proposed rate increases for 2025. Also proposed to drop the large weekend rate to \$1,000 for Vergas residents. Motion seconded by Pinke, carried unanimously.
6. **Rental Ideas** – covered under income and expenses.
 - **Building Review**-Discussed the Bean Bag boards that remain under the stage. A few have been returned to the corresponding business. There are 9 remaining.
7. **Fundraising events**
 - A possible vendor shows where we open the Event center and let people tour.
 - Perry said we could do it when she lets vendors set up at the bar. Event Center is rented on December 7 so this is not possible.
 - If we do any kind of vendor show we should have exact measurements of the area size.
 - Waiting till we have Facebook feedback till we move forward with a table De jour event. Still is a good idea to do this one for an event. Maybe do this in March.
 - Discussed having Bleachers and Spanky's share our name as an option like we share them on our contract.
 - D. Jacoby asked about the V.E.C. Wishlist for lions and the window divider between the kitchen and recreation room. Something soundproof.
8. **Adjournment**
 - D. Jacoby makes a motion to adjourn motion seconded by P. Pinke carried unanimously.
 - The meeting was adjourned at 7:30pm. The next meeting is scheduled for November 26th at 5:30pm

Minutes submitted by:

Jezmae Burkett, Event Center Coordinator

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5. Income and Expense

Files Attached

- 2024 Budget for Event Center.pdf
- 2024 Advertising.pdf

		<u>2024</u>	<u>2025</u>	<u>2025</u>
	<u>2024</u>	<u>2024 Year to</u>	<u>Proposed</u>	<u>Approved</u>
	<u>Budget</u>	<u>date</u>	<u>Budget</u>	<u>Preliminary</u>
		<u>11/25/2024</u>		<u>Budget</u>
Revenue				
Paid by Vergas Property Taxes	23,759.00	32,525.94	37,364.00	34,424.00
Rent	17,600.00	8,303.60	12,000.00	10,000.00
Deposits	1,500.00	195.00	900.00	500.00
Sign Rental	40.00	0.00	40.00	0
Grants/Advertising	0.00	0.00	0.00	0.00
Refund & Reimbursement	0.00	0.00	0.00	0.00
Fundraising	0.00	124.05	0.00	0.00
Contributions & Donations	500.00	15,195.00	0.00	0.00
Totals	43,399.00	56,343.59	50,304.00	44,924.00
Expenses				
Employee Wages	7,830.00	4,076.92	7,830.00	7,830.00
Deductions	660.00	1,582.68	1,200.00	1,200.00
Telephone (cell)	720.00	1,240.08	990.00	0.00
Professional Service	2,500.00	2,013.84	1,500.00	1,500.00
Office Supplies	50.00	540.80	100.00	100.00
Operating Supplies	4,000.00	2,547.97	5,000.00	3,000.00
Travel, Mtgs, & Schools	0.00	39.53	0.00	0.00
Repair & Maintenance. Supplies	1,600.00	0.00	2,000.00	2,000.00
Clothing Allowance	0.00	0.00	0.00	0.00
Internet & Phone	1,104.00	184.00	500.00	2,094.00
Security	500.00	0.00	1,000.00	1,000.00
Printing & Advertising	4,000.00	4,116.80	4,000.00	4,000.00
Insurance	3,085.00	3,915.00	3,000.00	4,000.00
Utility Services	8,200.00	5,401.11	8,200.00	8,200.00
Rubbish Service	1,600.00	1,714.40	1,600.00	1,600.00
Repair & Maintenance Service	2,600.00	3,216.74	3,000.00	3,000.00
City Share/Assessments	450.00	384.00	384.00	400.00
Improvements	5,000.00	5,994.34	10,000.00	5,000.00
Refund & Reimbursements	0.00	4,375.38	0.00	0.00
Totals	43,899.00	41,343.59	50,304.00	44,924.00

2025 Improvements

Remove current cabinets and sink in smart room

Replace Floor in smart room

New Chairs for smart room

Replace accordion door

Replace stove in kitchen

01/01/2024 To 12/31/2024

Fund Name: General Fund
Account Number: 100-45110-340
Account Name: EVENT CENTER
Object Code Name: Advertising (340 through 349)

Budget \$4,000.00

<u>Date</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount Paid</u>	<u>Year To Date Paid</u>	<u>Budget Balance</u>
	Budget				\$4,000.00
1/10/2024	Leighton Broadcasting	30886	\$100.00	\$100.00	\$3,900.00
2/13/2024	Frazee-Vergas Forum	30986	\$95.00	\$195.00	\$3,805.00
2/13/2024	Leighton Broadcasting	30993	\$100.00	\$295.00	\$3,705.00
3/13/2024	Leighton Broadcasting	31067	\$400.00	\$695.00	\$3,305.00
4/9/2024	Leighton Broadcasting	31166	\$100.00	\$795.00	\$3,205.00
5/14/2024	Leighton Broadcasting	31255	\$100.00	\$895.00	\$3,105.00
6/12/2024	HBI Radio Wadena	31355	\$75.00	\$970.00	\$3,030.00
6/12/2024	Leighton Broadcasting	31337	\$313.00	\$1,283.00	\$2,717.00
6/12/2024	Tammy Kinsella	31345	\$182.50	\$1,465.50	\$2,534.50
7/10/2024	HBI Radio Wadena	31464	\$500.00	\$1,965.50	\$2,034.50
7/10/2024	Leighton Broadcasting	31466	\$358.00	\$2,323.50	\$1,676.50
7/23/2024	OtterTail Lakes Country Tour Assn	31530	\$360.00	\$2,683.50	\$1,316.50
8/14/2024	KPRW-FM	31592	\$358.00	\$3,041.50	\$958.50
9/10/2024	Leighton Broadcasting	31670	\$422.50	\$3,464.00	\$536.00
10/9/2024	HBI Radio Wadena	31778	\$112.80	\$3,576.80	\$423.20
10/9/2024	Leighton Broadcasting	31777	\$180.00	\$3,756.80	\$243.20
11/13/2024	Leighton Broadcasting	31882	\$180.00	\$3,936.80	\$63.20
11/13/2024	OtterTail Lakes Country Tour Assn	31889	\$180.00	\$4,116.80	(\$116.80)

General Fund Totals

Total Payments for the Year	\$4,116.80
Total Budget	\$4,000.00
(-) Over / Under Budget	(\$116.80)

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9. Building Review

A. Kitchen

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