

**CROSS INSURANCE ARENA
BOARD OF TRUSTEES MEETING**

Minutes
Wednesday, October 27, 2021
9:00 AM

Call to Order 9:05 a.m.

Board of Trustees

Tom Tyler, Chair
Jonathan Crimmins
John Jamieson (Partial Absence)
Holly Hancock
Lori Norman
Joe Gray
Sam Surprise
Steve Webster
Jon Jennings (Absent Excused)

Spectra Staff, Cross Insurance Arena

Melanie Henkes, General Manager
Mark Eddy, Director of Finance

Maine Mariners

Adam Goldberg, VP of Business Operations

Cumberland County

Jim Gailey, County Manager
Susan Witonis, County Commissioner
Katharine Cahoon, Admin and Special Projects

Welcoming of Guests and Introductions

1. Approval of Minutes of the June 2021 & August 2021 Meetings

A motion was made by Holly Hancock and seconded by Jonathan Crimmins to accept the June and August minutes. A vote was taken and the motion passed unanimously in favor, 7-0.

2. Trustee resignation & Trustee Terms ending December 31, 2021

County Manager Jim Gailey discussed the departure of member Jon Jennings, of District #4, which represents the City of Portland and Long Island. There is 1 year remaining and the vacancy will be advertised in the Forecaster that will need to be filled.

3. Financial Report – May, June, July, August & September 2021

At 9:15 a.m. John Jamieson arrived.

Cross Insurance Arena General Manager Melanie Henkes reviewed the financial reports.

May, June and July was already discussed though there was no quorum it was reflected in the minutes. The group opted to discuss Aug & Sept. GM Henkes stated that there were 3 events in August and a net income of -\$90k. September there were 3 events for a net income of -\$81k. For the last 3 months there have been a total of 8 events and a net income of -\$260k. Noted that the Half House Curtain has been helpful and appealing to different performers because it creates a different venue. Sam Surprise asked if Rock Row was still in the concert business. GM Henkes wasn't sure but heard that they were seeking State funding for their venue, but wasn't sure given the noise complaints.

A motion was made by Joe Gray and seconded by John Jamieson to accept the Financial Reports for May, June, July, August, and September Financial Reports. A vote was taken and the motion passed unanimously in favor, 8-0.

4. Event Report – May, June, July, August & September 2021

GM Henkes stated that there was a record breaking amount of concession income generated at the Brothers Osborne show, which was originally going to play in Westbrook (Rock Row) and switched to the CIA. No show rates are usually forecasted to be 20% of tickets sold. GM Henkes also discussed the different financial components of comedy shows versus music concerts. Food and Beverage sales were lower at the comedy show for Joe Koe because of the structure of the show, seated attendance versus standing and moving at a concert and fewer intermissions. Stage Hand costs are higher at concerts because of the equipment needed to support the show.

At 9:25 Jon Crimmins stepped out of the meeting.

A motion was made by John Jamieson and seconded by Steve Webster to accept the Event Reports for May, June, July, August, and September Financial Reports. A vote was taken and the motion passed unanimously in favor, 7-0.

5. Maine Mariners Update

VP of Business Operations Adam Goldberg stated that the Mariners had their opening which was a little smaller than expected the proof of vaccination went well, 966 FSE (Full Seat Equivalents) 120 FSEs above the previous season. The Mariners wore their throwback jerseys from the early 90's when the Mariners were the Bruins AHL affiliate, response was well received and are considering merchandizing them.

John Jamieson asked if they knew what the ratio was to vaccination cards to test results. GM Henkes stated that she wasn't sure. John Jamieson commented that regardless of the breakout, he had received a lot of positive feedback regarding the new protocol. John Jamieson asked about what the FSE goal and the breakout of individual versus corporate season ticket holders? VP of Business Operations Adam Goldberg said that the FSE goal is 1,000 and he could provide a breakdown of individual versus corporate season ticket holders.

At 9:40 Jon Crimmins returned to the meeting.

GM Henkes explained the proof of vaccination procedure, customers are prescreened for vaccine and test results, once approved they receive a hand stamp instead of a wristband which is typically used for alcohol.

6. Executive Session pursuant to will go into Executive Session in accordance with M.R.S.A. 405 6(D) discussion of contract negotiations.

GM Henkes and Director of Finance Mark Eddy were asked to leave for the Executive Session.

Holly Hancock moved and Joe Gray seconded the motion to go into Executive Session pursuant to M.R.S.A. 405 6(D) for the discussion of contract negotiations. A vote was taken and motion passed unanimously in favor, 8-0 to enter into Executive Session at 10:00 a.m.

At 10:22 a.m. Steven Webster moved and John Jamieson seconded the motion to come out of Executive Session. The motion carried unanimously in favor, 8-0.

Steven Webster moved and John Jamieson seconded the motion to accept and recommend the amended Maine Mariner lease and subsidy agreements to the Cumberland County Commissioners. The motion carried unanimously in favor, 8-0.

7. Manager's Report

The events included in the Managers report are current with the exception of Trailer Park Boys, which cancelled due to illness. Current events being pursued- Paw Patrol is being pursued, but Trolls might be substituted. Blue Man Group and Chicago are confirmed for the Spring (2022) and Halestorm and Chase Rice are being pursued. A new Box Office Manager was hired, Caitlin, who previously worked at the Bangor Arena.

GM Henkes stated that they are exploring a company that provides onsite testing to assist customers with testing options. There would be no cost to the CIA, the customer's insurance would be billed for testing.

8. Annual Spectra Management Incentive Review

County Manager Gailey presented the Annual Incentive Review, as the CIA was not operating at full capacity given the circumstances of the pandemic and did not meet the performance metrics. However, there is a qualitative metric that totaled 14.59%, yielding \$15,961.07.

Sam Surprise moved and Jon Crimmins seconded the motion to accept and recommend the annual Spectra Management Incentive to the Cumberland County Commissioners. The motion carried unanimously in favor, 8-0.

9. Approve the Trustee Remote Meeting Policy

John Jamieson moved and Jon Crimmins seconded the motion to accept and adopt the Trustee Remote Meeting Policy with an amended date. The motion carried unanimously, 8-0. There was discussion about how to implement this policy utilizing technology.

10. Capital Items being explored for CIA

County Manager Gailey reviewed some of the capital items using ARPA funds. An airlock system for 80k, Half House curtain has been bid out. Generator hook-ups are being explored for the arena. A new dasher board system will be looked at using 2021 year end fund balance.

11. Adjournment 10:55 a.m.

Commissioner Witonis moved, and John Jamieson seconded the motion to adjourn. The motion passed unanimously in favor, 8-0. The next meeting is in December.