

# BEMIDJI SANFORD CENTER ADVISORY BOARD MEETING AGENDA

Wednesday, August 27, 2025

City Hall - Conference Room  
317 4th Street NW  
7:00 AM



- 1) **CALL MEETING TO ORDER**
- 2) **APPROVAL OF AGENDA**
- 3) **APPROVAL OF MINUTES**
  - a) June 25, 2025 Regular Meeting Minutes  
July 11, 2025 Special Meeting Minutes
- 4) **MAY AND JUNE FINANCIAL STATEMENTS**
  - b) May Financial Statements
  - c) June Financial Statements
- 5) **SPECIAL MEETING FOLLOWUP**
  - d) Proposed By-Law Updates
  - e) Business Plan and Budget Dates
- 6) **SUBCOMMITTEE REPORTS**
- 7) **GENERAL MANAGER REPORT QUESTIONS**
  - f) August General Manager Update
- 8) **ADJOURN**

## **Sanford Center Advisory Board Meeting Minutes**

**Date:** Wednesday, June 25, 2025

**Time:** 7:02 AM

**Location:** Bemidji City Hall

**Chair:** Mayor Jorge Prince

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### **1. Call to Order**

- Meeting was called to order at **7:02 AM** by Chair **Mayor Jorge Prince**.
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### **2. Attendance & Quorum**

#### **Board Members Present:**

- Jorge Prince
- Audrey Thayer
- Audra Vaughn
- Britt Lauritsen
- Tracy Pogue

#### **Board Members Absent:**

- Eric Tweten
- Brady Laudon
- Kayla Winkler
- Steve Johnson
- Donna Coe

#### **Guests:**

- Bobby Anderson – General Manager, Sanford Center
- Nate A. – Sanford Center Staff

**Quorum:** Achieved with 5 of 9 voting members present (excluding non-voting members).

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### 3. Approval of Agenda

- **Motion to approve:** Audra Vaughn
  - **Second:** Britt Lauritsen
  - **Vote:** Unanimous approval
- 

### 4. Approval of Meeting Minutes

#### February 26, 2025 Minutes

- Correction to name spelling noted by Audrey Thayer
- **Motion to approve with correction:** Audrey Thayer
- **Second:** Britt Lauritsen
- **Vote:** Unanimous approval

#### April 23, 2025 Minutes

- Informal discussion occurred due to lack of quorum
  - **Motion to approve summary:** Audrey Thayer
  - **Second:** Audra Vaughn
  - **Vote:** Unanimous approval
- 

### 5. Financial Report

**Presented by:** Bobby Anderson, GM

- Revenues were under budget but balanced by effective cost control
  - March and April financials reviewed
  - Events performed in line with projections
  - **World Juniors** expected to significantly improve year-end revenue outlook
-

## 6. Board Work Session Planning

- Board discussed the need for a strategic work session to clarify mission and direction
  - Confusion during previous polling efforts led to lack of quorum at the last scheduled meeting
  - Tentative date selected: **Friday, July 11 at 7:00 AM**
  - **Rich Spiczka** will follow up with the full board to confirm attendance and finalize the date
  - An agenda will be created once the date is confirmed
- 

## 7. Subcommittee Reports

### Marketing Committee

- Members: Mark Ritchie, Kev Jackson, Lexi (Sanford Center), BSU Intern
- Guest invited: Brian Bissonette (absent)
- Key topics discussed:
  - Improving the Sanford Center's public image
  - Creating a comprehensive 5-year marketing strategy
  - Emphasizing revenue-generating convention bookings over large concerts
  - Strategies to increase BSU hockey attendance (e.g., family nights, dollar dogs)
  - Need for collaboration with **Visit Bemidji** to boost overnight stays and event traffic
  - Identified challenges: limited advertising budget (\$2,000) and lack of a standing marketing plan

### Finance & Operations Committees

- **Finance Committee:** Inactive due to vacancy; promising Finance Director candidate identified
- **Operations Committee:** Has not met due to demands related to storm response

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## 8. General Manager Report

### Storm Response & Damage Summary

- Sanford Center activated as emergency shelter following regional storm event
- Damage included:
  - Major roof failure and water intrusion
  - Damaged terrazzo flooring, elevators, suites, BSU wing, and admin offices
  - Concourse and club-level areas affected
- Immediate mitigation (drying, sealing, repairs) helped limit long-term structural and financial damage
- Partnerships with vendors (ServPro, Sunbelt, Kraus-Anderson) were discussed as business's all trying to assist as best they can in these trying times post storm
- Insurance trust (League of MN Cities) is working closely with facility leadership on claims
- ASM's national reach and vendor leverage provided critical recovery resources

### Operational Recovery

- Venue resumed hosting events (e.g., wedding booked for coming weekend)
- Repairs to continue through summer in phased approach
- Community use during crisis boosted public perception and demonstrated the facility's regional importance

### Staff Recognition

- **Britt Lauritsen** shared appreciation from BSU Athletics
  - Reported that Associate AD Tom Serratore commended Bobby Anderson and his team for their fast, effective response during the crisis
  - Staff credited for preserving key BSU hockey areas and showing outstanding commitment under pressure
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## 9. Strategic Discussion

- Explored opportunities to pursue bonding or state support for infrastructure improvements:
    - Emergency generator capacity
    - Roof reinforcement
    - Storm shelter certification
  - Emphasis on formalizing collaboration with **Visit Bemidji** to align tourism and event goals
  - Agreed that major events improve image, but convention business is the financial foundation
  - Discussion supported holding regular joint meetings with tourism stakeholders
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## 10. Adjournment

- **Motion to adjourn:** Audrey Thayer
  - **Second:** Audra Vaughn
  - **Vote:** Unanimous approval
  - Meeting adjourned at approximately **8:50 AM**
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**Minutes prepared by:** Tracy Pogue

# Sanford Center Advisory Board Meeting – July 11, 2025:

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## Meeting Minutes Summary

### Opening & Housekeeping

- Meeting called to order at 7:00 a.m.
  - Attendance confirmed; Winkler, Prince, Johnson, Pogue, Thayer, Tweten, Laudon, Vaughn, Lauritsen, Spiczka
  - Absent: Donna Coe, Bobby Anderson
- 

### 1. Review of Bylaws

- Reviewed **Section B** (Purpose) and **Section G** (Responsibilities).
- Discussion revealed:
  - Board has not consistently reviewed the **annual business plan** or **budget**, despite being charged with it.
  - Board has not consistently advised Sanford Center management or City Council on operational matters.

#### Action Items:

- Realign board responsibilities with bylaws or propose amendments.
  - Ensure clarity on which responsibilities the board actively owns vs. defers.
- 

### 2. Committee Structure & Effectiveness

- Current ad hoc committees (Finance, Marketing, Operations) are underperforming.
- **Finance Committee** hasn't met in 9+ months; unclear membership.
- Missed/canceled meetings and ineffective communication cited.

#### Agreed Changes:

- Transition Finance, Marketing, and Operations into **standing committees**.
- Committees to meet **monthly**, unless otherwise adjusted by consensus.
- Each committee should be **co-chaired** by one board member and one staff member.
- Committee activity and outcomes to be reported back monthly to the full board.

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### 3. Meeting Flow & Efficiency

- Concerns about **General Manager report** taking up most of meeting time.
- Board unable to sufficiently discuss subcommittee items due to time constraints.

#### Action Items:

- Require **written GM reports** submitted with board packet at least 3 days prior.
- Standardize **agenda format** to include:
  - Committee reports
  - Strategic discussion
  - GM Q&A, not full report

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### 4. Business Plan & Budget Timeline

- Recognition that board has not received or reviewed business plan annually.
- Discussion that ASM is contractually obligated to deliver it.

#### Action Items:

- Add **October 1st deadline** to bylaws for annual business plan & budget.
- Finance Committee to begin review in advance of full board meeting.
- Clarify council's role in final approval vs. board's advisory input.

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### 5. Communication & Social Media Oversight

- Missed emails and canceled meetings without alternatives frustrated members.
- Need to keep BSU more informed as SC primary tenant.
- Examples shared of **inappropriate social media content**, including:
  - Music choices with inappropriate language
  - Misleading or poorly worded posts

#### Action Items:

- Improve email communication and timely notice of meetings
- Implement **vetting protocol** for marketing content.
- Encourage constructive feedback loops (positive and negative).

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## 6. Sanford Center Storm Damage Update

- Significant storm damage across Sanford Center, including:
  - Arena roof compromised, temporary roof in place.
  - Water damage in multiple areas (terrazzo flooring, drywall).
- **League of MN Cities Trust** sent Clerk of Works to oversee repairs.

### Concerns Raised

- Uncertainty about timelines, costs, and facility readiness for events.

### Action Items:

- Request full damage assessment + budget exposure.
- Ensure timely and transparent updates to board and community.

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## 7. Motions Made

- A motion was made to approve the meeting agenda as presented by Vaughn
- The motion was seconded Johnson
- The motion was approved unanimously.
  
- A motion was made to adjourn at 9am by Vaughn
- The motion was seconded Thayer
- The motion was approved unanimously.



# SANFORD CENTER



## Sanford Center

**FOR THE MONTH ENDING MAY 31, 2025**

**DISTRIBUTED June 18, 2025**

Prepared by: Amanda Slanovec  
Interim Director of Finance, The Sanford Center

*Distribution List:*

Felix Mussenden, EVP, ASM Global  
Jeffrey Wong, SVP Finance, ASM Global  
Leonard Bonacci, SVP, ASM Global  
John Drum, RVP, ASM Global  
Stephanie Dorsey, Regional Director of Finance  
Bobby Anderson, General Manager, The Sanford Center

**ASM GLOBAL ARENA MANAGEMENT - The Sanford Center**

The Sanford Center

May-25

Financial Statements

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**ASM Global Management LLC**

**The Sanford Center – Bemidji, Minnesota**

For the month of May 2025, the Sanford Center was full of meaningful celebratory events. We proudly hosted BSU/NTC commencement, Bemidji High School Graduation, the Northern MN Women's Expo, and much more. This month's activity concluded the Sanford Center closing its book with a net operating loss of (\$88,284). This result is (\$33,934) behind budget for the month. The rolling forecast projected May's net loss to be (\$115,450), showing that May's net loss was \$27,166 better than anticipated. The indirect expenses are \$44,037 under budget for the month; necessity-based spending, utilities, and position vacancies continue to offset the budgeted shortfall in adjusted gross income. With this, the Sanford Center's net operating profit/loss is (\$19,642) behind budget year to date. As we enter the summer months, we are excited to host upcoming events including the Knights of Columbus Walleye Classic, Sanford Health's Pour for a Purpose, Ruby's Pantry, Babe's Burnout Car Show, and many private events.

A recap of events for the month of May:

- MN Association of Townships Meeting
- Bemidji High School Prom
- Sanford Health's National Hospital Week Event
- Sanford Health's Nurses Week Award Ceremony
- BSU/NTC Commencement
- Northern MN Women's Expo
- MMIW218 Honoring Event
- Rotary Club of Bemidji Meetings
- Sanford Health's Doc Talk
- Paul Bunyan Communications Annual Meeting
- Ruby's Pantry
- Bemidji High School Graduation
- Northwoods Caregivers Alzheimer's Awareness Walk

The current rolling forecast projects a net operating loss of (\$464,631), which is an improvement of \$26,881 over last month's forecast. This is due to lower than anticipated May actuals. No major changes to the event calendar are anticipated at this time.

**Sanford Center  
Income Statement  
For the Five Months Ending May 31, 2025**

	Current Month Actual	Current Month Budget	Current Month Act vs Budget	Year to Date Actual	Year to Date Budget	Year to Date Act vs Budget	YTD Prior Year
<b>EVENT INCOME</b>							
<b>Direct Event Income</b>							
Rental Income	\$ 29,216	\$ 46,725	(\$ 17,509)	\$ 242,505	\$ 245,850	(3,345)	276,507
Service Revenue	69,635	99,156	(29,521)	385,793	683,748	(297,955)	406,354
Service Expenses	(56,840)	(72,494)	15,654	(217,935)	(468,659)	250,724	(313,280)
<b>Total Direct Event Inc</b>	<b>42,011</b>	<b>73,387</b>	<b>(31,376)</b>	<b>410,363</b>	<b>460,939</b>	<b>(50,576)</b>	<b>369,581</b>
<b>Ancillary Income</b>							
F & B Concessions	4,682	5,317	(635)	98,547	148,942	(50,395)	194,147
F & B Catering	19,332	53,358	(34,026)	167,803	295,462	(127,659)	145,308
Novelty Sales	0	0	0	0	6,300	(6,300)	1,855
Promoter Share	0	0	0	0	0	0	0
<b>Total Ancillary Income</b>	<b>24,014</b>	<b>58,675</b>	<b>(34,661)</b>	<b>266,350</b>	<b>450,704</b>	<b>(184,354)</b>	<b>341,310</b>
<b>Other Event Income</b>							
Suite Sales	0	500	(500)	24,356	24,352	4	16,444
Club Seat Tickets	0	0	0	1,421	2,533	(1,112)	3,797
Ticket Rebates	5	0	5	8,185	13,480	(5,295)	32,049
Facility Fees	0	4,030	(4,030)	45,923	43,840	2,083	42,678
<b>Total Other Event Inc</b>	<b>5</b>	<b>4,530</b>	<b>(4,525)</b>	<b>79,885</b>	<b>84,205</b>	<b>(4,320)</b>	<b>94,968</b>
<b>Total Event Income</b>	<b>66,030</b>	<b>136,592</b>	<b>(70,562)</b>	<b>756,598</b>	<b>995,848</b>	<b>(239,250)</b>	<b>805,859</b>
<b>OTHER OPERATING INCOME</b>							
Luxury Suite Premiums	0	0	0	0	0	0	8,571
Suite Service Premium	0	0	0	0	0	0	2,128
Advertising & Sponsors	23,481	32,006	(8,525)	120,694	160,030	(39,336)	84,802
Sanford Naming Rights	16,667	16,667	0	83,333	83,335	(2)	83,333
Coke Mktg Sponsorship	0	0	0	0	0	0	1,500
Ice Rental Revenue	0	0	0	0	0	0	0
Interest & Other Income	1,118	2	1,116	7,676	4	7,672	6,528
<b>Total Oth. Operating I</b>	<b>41,266</b>	<b>48,675</b>	<b>(7,409)</b>	<b>211,703</b>	<b>243,369</b>	<b>(31,666)</b>	<b>186,862</b>
<b>Adjusted Gross Income</b>	<b>107,296</b>	<b>185,267</b>	<b>(77,971)</b>	<b>968,301</b>	<b>1,239,217</b>	<b>(270,916)</b>	<b>992,721</b>
<b>INDIRECT EXPENSES</b>							
Salaries & Wages	104,888	114,096	(9,208)	493,856	570,480	(76,624)	456,837
Payroll Taxes & Benefit	24,580	38,877	(14,297)	142,047	194,385	(52,338)	143,188
Net Salaries and Benefit	129,468	152,973	(23,505)	635,903	764,865	(128,962)	600,025
Contracted Services	0	0	0	0	0	0	0
General and Administra	16,664	21,560	(4,896)	77,987	108,500	(30,513)	99,657
Operating	10,487	5,110	5,377	61,235	50,750	10,485	55,970
Repairs & Maintenance	200	2,583	(2,383)	15,007	15,882	(875)	28,823
Operational Supplies	2,916	8,208	(5,292)	39,801	54,040	(14,239)	18,454
Insurance	4,018	13,374	(9,356)	23,782	66,870	(43,088)	31,464
Utilities	21,218	25,200	(3,982)	173,918	218,000	(44,082)	205,918
ASM Management Fees	10,609	10,609	0	53,045	53,045	0	51,500
Other Mgmt Fees	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
<b>Total Indirect Expense</b>	<b>195,580</b>	<b>239,617</b>	<b>(44,037)</b>	<b>1,080,678</b>	<b>1,331,952</b>	<b>(251,274)</b>	<b>1,091,811</b>
<b>Net Income (Loss)</b>	<b>(\$ 88,284)</b>	<b>(\$ 54,350)</b>	<b>(\$ 33,934)</b>	<b>(\$ 112,377)</b>	<b>(\$ 92,735)</b>	<b>(19,642)</b>	<b>(99,090)</b>
<b>Non-Operating Income</b>							
City of Bemidji Subsid	0	0	0	0	0	0	350,000
Property Insurance	(7,713)	0	(7,713)	(38,566)	0	(38,566)	0
<b>Adjusted Net Income</b>	<b>(\$ 95,997)</b>	<b>(\$ 54,350)</b>	<b>(\$ 41,647)</b>	<b>(\$ 150,943)</b>	<b>(\$ 92,735)</b>	<b>(58,208)</b>	<b>250,910</b>

**Sanford Center  
Balance Sheet  
May 31, 2025**

**ASSETS**

**Current Assets**

Cash	\$	639,918	
Accounts Receivable		153,351	
Prepaid Assets		45,917	
Inventory		79,769	
Total Current Assets			918,955

**Fixed Assets**

Building		28,681	
Machinery & Equipment		49,088	
Acc. Depreciation		(51,856)	
Total Fixed Assets			25,913

**Other Assets**

Other Assets		0	
Deposits		0	
Total Other Assets			0

<b>Total Assets</b>		<b>\$ 944,868</b>	

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	\$	104,687	
Accrued Expenses		91,458	
Deferred Income		248,942	
Advance Ticket Sales/Deposits		504,082	
Other Current Liabilities		0	
Total Current Liabilities			949,169

**Equity**

Net Funds Received		0	
Retained Earnings		146,640	
Net Income (Loss)		(150,941)	
Total Equity			(4,301)

<b>Total Liabilities &amp; Equity</b>		<b>\$ 944,868</b>	

The Sanford Center  
2025

Rolling Forecast

	Year to Date Actual Thru May	Projected June Thru Dec 2025	Rolling Forecast Fiscal YE Dec 2025	Budget Fiscal Year Ending 12/31/2025	Variance Positive / (Negative)	Percentage Change Increase (Decrease)	Prior Year Actual Fiscal YE 12/31/2024	Variance Positive / (Negative)	Percentage Change Increase (Decrease)
<b>Event Income</b>									
<b>Direct Event Income</b>									
Rental Income	242,506	413,449	655,955	541,183	114,772	21.21%	522,224	133,731	25.61%
Service Income	385,795	318,380	704,175	1,076,938	(372,763)	-34.61%	908,408	(204,233)	-22.48%
Service Expenses	(217,937)	(257,101)	(475,038)	(948,124)	473,086	-49.90%	(806,057)	331,019	-41.07%
<b>Total Direct Event Income</b>	<b>410,363</b>	<b>474,728</b>	<b>885,092</b>	<b>669,997</b>	<b>215,095</b>	<b>32.10%</b>	<b>624,575</b>	<b>260,517</b>	<b>41.71%</b>
<b>Ancillary Income</b>									
F & B Concessions	98,545	202,016	300,561	356,336	(55,775)	-15.65%	438,743	(138,182)	-31.49%
F & B Catering	167,805	326,321	494,126	797,794	(303,668)	-38.06%	279,329	214,797	76.90%
Novelty Sales	-	4,750	4,750	16,550	(11,800)	-71.30%	12,157	(7,407)	-60.93%
<b>Total Ancillary Income</b>	<b>266,350</b>	<b>533,087</b>	<b>799,437</b>	<b>1,170,680</b>	<b>(371,243)</b>	<b>-31.71%</b>	<b>730,229</b>	<b>69,208</b>	<b>9.48%</b>
<b>Other Event Income</b>									
Luxury Box Ticket Sales	24,356	2,500	26,856	7,500	19,356	258.08%	68,178	(41,322)	-60.61%
Club Seat Ticket Sales	1,421	-	1,421	-	1,421		12,241	(10,820)	-88.39%
Ticket Rebates (Per Event)	8,185	9,600	17,785	23,080	(5,295)	-22.94%	132,580	(114,795)	-86.59%
Facility Fees	45,923	57,437	103,360	101,277	2,083	2.06%	192,833	(89,473)	-46.40%
<b>Total Other Event Income</b>	<b>79,885</b>	<b>69,537</b>	<b>149,422</b>	<b>131,857</b>	<b>17,565</b>	<b>13.32%</b>	<b>405,832</b>	<b>(256,410)</b>	<b>-63.18%</b>
<b>Total Event Income</b>	<b>756,598</b>	<b>1,077,352</b>	<b>1,833,951</b>	<b>1,972,534</b>	<b>(138,583)</b>	<b>-7.03%</b>	<b>1,760,636</b>	<b>73,315</b>	<b>4.16%</b>
<b>Other Operating Income</b>	<b>211,702</b>	<b>329,153</b>	<b>540,855</b>	<b>637,403</b>	<b>(96,548)</b>	<b>-15.15%</b>	<b>490,830</b>	<b>50,025</b>	<b>10.19%</b>
<b>Adjusted Gross Income</b>	<b>968,300</b>	<b>1,406,505</b>	<b>2,374,806</b>	<b>2,609,937</b>	<b>(235,131)</b>	<b>-9.01%</b>	<b>2,251,466</b>	<b>123,340</b>	<b>5.48%</b>
<b>Operating Expenses</b>									
Employee Salaries and Wages	493,855	786,668	1,280,523	1,369,148	88,625	6.47%	1,144,135	(136,388)	-11.92%
Benefits	142,046	270,334	412,380	466,519	54,139	11.60%	371,020	(41,360)	-11.15%
Net Employee Wages and Benefits	635,901	1,057,002	1,692,903	1,835,667	142,764	7.78%	1,515,155	(177,748)	-11.73%
General and Administrative	77,987	154,110	232,097	262,610	30,513	11.62%	241,689	9,592	3.97%
Operations	61,236	39,020	100,256	80,100	(20,156)	-25.16%	127,734	27,478	21.51%
Repair & Maintenance	15,008	29,882	44,890	55,434	10,544	19.02%	55,572	10,682	19.22%
Supplies	39,802	64,460	104,262	118,500	14,238	12.02%	49,064	(55,198)	-112.50%
Insurance	23,782	93,621	117,403	160,491	43,088	26.85%	60,996	(56,407)	-92.48%
Utilities	173,918	246,400	420,318	464,400	44,082	9.49%	436,513	16,195	3.71%
SMG Management Fees	53,045	74,263	127,308	127,308	-	0.00%	123,600	(3,708)	-3.00%
Less: Expenses Allocated	-	-	-	-	-		625	625	100.00%
<b>Total Operating Expenses</b>	<b>1,080,683</b>	<b>1,758,758</b>	<b>2,839,437</b>	<b>3,104,510</b>	<b>265,073</b>	<b>8.54%</b>	<b>2,610,948</b>	<b>(228,489)</b>	<b>-8.75%</b>
<b>Net Income (Loss) From Operations</b>	<b>(112,379)</b>	<b>(352,253)</b>	<b>(464,631)</b>	<b>(494,573)</b>	<b>29,942</b>	<b>-6.05%</b>	<b>(359,482)</b>	<b>(105,149)</b>	<b>29.25%</b>
<b>Other Income (Expenses)</b>	<b>(38,566)</b>	<b>-</b>	<b>(38,566)</b>	<b>-</b>	<b>38,566</b>		<b>-</b>	<b>38,566</b>	<b>#DIV/0!</b>
<b>Net Income After Other Income (Expenses)</b>	<b>(150,945)</b>	<b>(352,253)</b>	<b>(503,197)</b>	<b>(494,573)</b>	<b>68,508</b>	<b>-13.85%</b>	<b>(359,482)</b>	<b>(66,583)</b>	<b>18.52%</b>



# SANFORD CENTER



## Sanford Center

**FOR THE MONTH ENDING JUNE 30, 2025**

**DISTRIBUTED JULY 23, 2025**

Prepared by: Amanda Slanovec  
Interim Director of Finance, The Sanford Center

*Distribution List:*

Felix Mussenden, EVP, ASM Global  
Jeffrey Wong, SVP Finance, ASM Global  
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**ASM GLOBAL ARENA MANAGEMENT - The Sanford Center**

The Sanford Center

Jun-25

Financial Statements

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## **ASM Global Management LLC**

### **The Sanford Center – Bemidji, Minnesota**

For the month of June 2025, the Sanford Center kicked off summer hosting various meetings and banquets. Many gathered to support the Sanford Health Pours for a Purpose, and many anglers from the region rallied to participate in the annual Knights of Columbus Walleye Classic. This month's activity concluded with the Sanford Center closing its book with a net operating loss of (\$111,578). This result is (\$45,908) behind budget for the month. The rolling forecast projected June's net loss to be (\$113,770), showing that June's actual net loss was \$2,192 better than anticipated.

Unfortunately, a large concert was budgeted in June, and it was not able to be booked. This is a significant reason why the income statement shows a large shortfall in 'Total Event Income.' Please note that this was accounted for in the previous month's forecast. To combat this, we continue to spend on a necessity basis for indirect expenses; position vacancies and utility costs within indirect expenses are also contributing to the offset of the adjusted gross income shortfall. With these points, the Sanford Center is behind budget by (\$65,551) year to date through June. With the summer months historically being low revenue generating months, we requested and received a budgeted subsidy from the City of Bemidji in the amount of \$350,000. This amount is reflected below the 'Net Income' line on the income statement.

On the night of June 20<sup>th</sup>-21<sup>st</sup>, a strong thunderstorm with powerful winds hit Bemidji leaving our community with heavy tree and building damage. Along with the community, the Sanford Center sustained severe damage to the building's roof; this was followed by destructive water damage to the interior of the building. Staff, in collaboration with the City of Bemidji and contractors, are currently working to determine the extent of the damage, and to restore the building back to its normal state. Following the storm, the Sanford Center served as an emergency shelter serving the City of Bemidji, the County of Beltrami, and the surrounding area affected by the storm. From an operating standpoint, the Sanford Center does not anticipate that any events currently booked will be cancelled or postponed. We would also like to note that all expenses incurred directly from storm damage are being tracked separately for insurance purposes.

Coming up in July and the following months, we are excited to host the 3<sup>rd</sup> annual Babe's Burnout Car Show, BSU Hockey Camp, MercyMe, many private events, and the kickoff of the BSU 25-26 hockey season.

A recap of events for the month of June:

- Bemidji Rotary Meetings
- Annual Retired Law Enforcement Breakfast
- West Fraser Meeting
- TEAM Industries Meeting
- Sanford Health Pours for a Purpose
- Knights of Columbus Walleye Classic
- Ruby's Pantry
- Heister-McKain Wedding

The current rolling forecast projects a net operating loss of (\$466,302) for FY2025; this is a small decrease of (\$1,672) over May's forecast. We would like to reiterate that no major changes to the event matrix are expected with the storm damage to the building.

**Sanford Center**  
**Income Statement**  
**For the Six Months Ending June 30, 2025**

	Current Month Actual	Current Month Budget	Current Act vs Budget	Year to Date Actual	Year to Date Budget	Year to Date Act vs Budget	YTD Prior Year
<b>EVENT INCOME</b>							
<b>Direct Event Income</b>							
Rental Income	\$ 12,250	\$ 20,750	(\$ 8,500)	\$ 254,755	\$ 266,600	(11,845)	297,908
Service Revenue	9,696	120,542	(110,846)	395,488	804,290	(408,802)	498,700
Service Expenses	(8,049)	(112,717)	104,668	(225,984)	(581,376)	355,392	(423,180)
<b>Total Direct Event Income</b>	<b>13,897</b>	<b>28,575</b>	<b>(14,678)</b>	<b>424,259</b>	<b>489,514</b>	<b>(65,255)</b>	<b>373,428</b>
<b>Ancillary Income</b>							
F & B Concessions	6,861	25,399	(18,538)	105,408	174,341	(68,933)	247,504
F & B Catering	14,576	34,447	(19,871)	182,376	329,912	(147,536)	170,652
Novelty Sales	0	5,000	(5,000)	0	11,300	(11,300)	6,975
<b>Total Ancillary Income</b>	<b>21,437</b>	<b>64,846</b>	<b>(43,409)</b>	<b>287,784</b>	<b>515,553</b>	<b>(227,769)</b>	<b>425,131</b>
<b>Other Event Income</b>							
Suite Sales	0	2,500	(2,500)	24,356	26,852	(2,496)	21,895
Club Seat Tickets	0	0	0	1,421	2,533	(1,112)	3,797
Ticket Rebates	0	6,750	(6,750)	8,185	20,230	(12,045)	50,294
Facility Fees	0	18,000	(18,000)	45,923	61,840	(15,917)	51,746
<b>Total Other Event Income</b>	<b>0</b>	<b>27,250</b>	<b>(27,250)</b>	<b>79,885</b>	<b>111,455</b>	<b>(31,570)</b>	<b>127,732</b>
<b>Total Event Income</b>	<b>35,334</b>	<b>120,671</b>	<b>(85,337)</b>	<b>791,928</b>	<b>1,116,522</b>	<b>(324,594)</b>	<b>926,291</b>
<b>OTHER OPERATING INCOME</b>							
Luxury Suite Premiums	0	0	0	0	0	0	8,571
Suite Service Premium	0	0	0	0	0	0	2,128
Advertising & Sponsorship	24,477	32,006	(7,529)	145,171	192,036	(46,865)	106,217
Sanford Naming Rights	16,667	16,667	0	100,000	100,002	(2)	100,000
Coke Mktg Sponsorship	0	0	0	0	0	0	1,500
Ice Rental Revenue	0	0	0	0	0	0	0
Interest & Other Income	1,324	3	1,321	8,998	3	8,995	7,614
<b>Total Oth. Operating Income</b>	<b>42,468</b>	<b>48,676</b>	<b>(6,208)</b>	<b>254,169</b>	<b>292,041</b>	<b>(37,872)</b>	<b>226,030</b>
<b>Adjusted Gross Income</b>	<b>77,802</b>	<b>169,347</b>	<b>(91,545)</b>	<b>1,046,097</b>	<b>1,408,563</b>	<b>(362,466)</b>	<b>1,152,321</b>
<b>INDIRECT EXPENSES</b>							
Salaries & Wages	97,259	114,096	(16,837)	591,116	684,576	(93,460)	558,359
Payroll Taxes & Benefits	27,132	38,877	(11,745)	169,180	233,262	(64,082)	183,189
Net Salaries and Benefits	124,391	152,973	(28,582)	760,296	917,838	(157,542)	741,548
Contracted Services	0	0	0	0	0	0	0
General and Administrative	12,388	21,560	(9,172)	90,371	130,060	(39,689)	114,417
Operating	2,777	5,110	(2,333)	64,011	55,860	8,151	69,133
Repairs & Maintenance	2,714	1,483	1,231	17,721	17,365	356	33,986
Operational Supplies	3,699	8,208	(4,509)	43,499	62,248	(18,749)	23,315
Insurance	11,576	13,374	(1,798)	35,358	80,244	(44,886)	36,888
Utilities	21,226	21,700	(474)	195,144	239,700	(44,556)	222,169
ASM Management Fees	10,609	10,609	0	63,654	63,654	0	61,800
<b>Total Indirect Expenses</b>	<b>189,380</b>	<b>235,017</b>	<b>(45,637)</b>	<b>1,270,054</b>	<b>1,566,969</b>	<b>(296,915)</b>	<b>1,303,256</b>
<b>Net Income (Loss)</b>	<b>(\$ 111,578)</b>	<b>(\$65,670)</b>	<b>(\$ 45,908)</b>	<b>(\$ 223,957)</b>	<b>(\$ 158,406)</b>	<b>(65,551)</b>	<b>(150,935)</b>
<b>Non-Operating Income</b>							
City of Bemidji Subsidy	\$ 350,000	\$ 0	\$ 350,000	\$ 350,000	\$ 0	\$ 350,000	\$ 350,000
Property Insurance	0	0	0	(38,566)	0	(38,566)	0
<b>Adjusted Net Income (Loss)</b>	<b>\$ 238,422</b>	<b>(\$65,670)</b>	<b>\$ 304,092</b>	<b>\$ 87,477</b>	<b>(\$ 158,406)</b>	<b>245,883</b>	<b>199,065</b>

**Sanford Center  
Balance Sheet  
June 30, 2025**

**ASSETS**

**Current Assets**

Cash	\$	929,083	
Accounts Receivable		107,387	
Prepaid Assets		63,942	
Inventory		77,124	
Total Current Assets			1,177,536

**Fixed Assets**

Building		28,681	
Machinery & Equipment		49,088	
Acc. Depreciation		(51,856)	
Total Fixed Assets			25,913

**Other Assets**

Other Assets		0	
Deposits		0	
Total Other Assets			0

<b>Total Assets</b>		<b>\$ 1,203,449</b>	

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	\$	115,367	
Accrued Expenses		56,007	
Deferred Income		287,993	
Advance Ticket Sales/Deposits		509,964	
Other Current Liabilities		0	
Total Current Liabilities			969,331

**Equity**

Net Funds Received		0	
Retained Earnings		146,640	
Net Income (Loss)		87,478	
Total Equity			234,118

<b>Total Liabilities &amp; Equity</b>		<b>\$ 1,203,449</b>	

The Sanford Center  
2025

Rolling Forecast

	Year to Date Actual Thru June	Projected July Thru Dec 2025	Rolling Forecast Fiscal YE Dec 2025	Budget Fiscal Year Ending 12/31/2025	Variance Positive / (Negative)	Percentage Change Increase (Decrease)	Prior Year Actual Fiscal YE 12/31/2024	Variance Positive / (Negative)	Percentage Change Increase (Decrease)
Event Income									
Direct Event Income									
Rental Income	254,756	393,149	647,905	541,183	106,722	19.72%	522,224	125,681	24.07%
Service Income	395,491	309,161	704,652	1,076,938	(372,286)	-34.57%	908,408	(203,756)	-22.43%
Service Expenses	(225,986)	(258,386)	(484,372)	(948,124)	463,752	-48.91%	(806,057)	321,685	-39.91%
Total Direct Event Income	424,260	443,924	868,185	669,997	198,188	29.58%	624,575	243,610	39.00%
Ancillary Income									
F & B Concessions	105,406	204,641	310,047	356,336	(46,289)	-12.99%	438,743	(128,696)	-29.33%
F & B Catering	182,381	299,556	481,937	797,794	(315,857)	-39.59%	279,329	202,608	72.53%
Novelty Sales	-	4,307	4,307	16,550	(12,243)	-73.98%	12,157	(7,850)	-64.57%
Total Ancillary Income	287,787	508,504	796,291	1,170,680	(374,389)	-31.98%	730,229	66,062	9.05%
Other Event Income									
Luxury Box Ticket Sales	24,356	-	24,356	7,500	16,856	224.75%	68,178	(43,822)	-64.28%
Club Seat Ticket Sales	1,421	-	1,421	-	1,421		12,241	(10,820)	-88.39%
Ticket Rebates (Per Event)	8,185	2,850	11,035	23,080	(12,045)	-52.19%	132,580	(121,545)	-91.68%
Facility Fees	45,923	34,037	79,960	101,277	(21,317)	-21.05%	192,833	(112,873)	-58.53%
Total Other Event Income	79,885	46,887	126,772	141,857	(15,085)	-10.63%	405,832	(279,060)	-68.76%
Total Event Income	791,932	999,315	1,791,248	1,982,534	(191,286)	-9.65%	1,760,636	30,612	1.74%
Other Operating Income	254,170	287,480	541,650	637,403	(95,753)	-15.02%	490,830	50,820	10.35%
Adjusted Gross Income	1,046,102	1,286,795	2,332,898	2,619,937	(287,039)	-10.96%	2,251,466	81,432	3.62%
Operating Expenses									
Employee Salaries and Wages	591,114	677,072	1,268,186	1,369,148	100,962	7.37%	1,144,135	(124,051)	-10.84%
Benefits	169,178	232,357	401,535	466,519	64,984	13.93%	371,020	(30,515)	-8.22%
Net Employee Wages and Benefits	760,292	909,429	1,669,721	1,835,667	165,946	9.04%	1,515,155	(154,566)	-10.20%
General and Administrative	90,375	132,550	222,925	262,610	39,685	15.11%	241,689	18,764	7.76%
Operations	64,013	35,844	99,857	80,100	(19,757)	-24.67%	127,734	27,877	21.82%
Repair & Maintenance	17,722	26,465	44,187	55,434	11,247	20.29%	55,572	11,385	20.49%
Supplies	43,501	56,252	99,753	118,500	18,747	15.82%	49,064	(50,689)	-103.31%
Insurance	35,358	80,247	115,605	160,491	44,886	27.97%	60,996	(54,609)	-89.53%
Utilities	195,144	224,700	419,844	464,400	44,556	9.59%	436,513	16,669	3.82%
SMG Management Fees	63,654	63,654	127,308	127,308	-	0.00%	123,600	(3,708)	-3.00%
Less: Expenses Allocated	-	-	-	-	-		625	625	100.00%
Total Operating Expenses	1,270,063	1,529,141	2,799,200	3,104,510	305,310	9.83%	2,610,948	(188,252)	-7.21%
Net Income (Loss) From Operations	(223,957)	(242,346)	(466,302)	(484,573)	18,271	-3.77%	(359,482)	(106,820)	29.72%
Other Income (Expenses)	311,434	-	311,434	-	(311,434)		-	(311,434)	#DIV/0!
Net Income After Other Income (Expenses)	87,477	(242,346)	(154,868)	(484,573)	(293,163)	60.50%	(359,482)	(418,254)	116.35%

# **SANFORD CENTER ADVISORY BOARD BY-LAWS**

## **A. Name**

The name of the Board shall be the Sanford Center Advisory Board.

## **B. Purpose**

The purpose of the Sanford Center Advisory Board (Advisory Board) is to serve as an advisory board to both the Sanford Center Management and the Bemidji City Council regarding the management and operations of the City's Sanford Event Center, as required under the management agreement between the City of Bemidji and ASM Global. The By-laws shall be constructed to assist the Advisory Board to make meaningful recommendations to Sanford Center Management and the City Council.

## **C. Advisory Board Membership.**

The membership of the Advisory Board (the "Board") shall consist of nine (9) members, as follow:

- 2 City Council members
- 2 City Residents At Large
- Bemidji State University (BSU) appointee
- Visit Bemidji (VCB) appointee
- Bemidji Regional Event Center Naming Rights appointee
- Chamber of Commerce appointee
- Bemidji Innkeeper Association appointee

The community at large members of the Board shall be appointed by the Mayor and City Council. The Naming Rights Sponsor member shall be appointed by the Naming Rights Sponsor. Each member shall be considered a voting member for purposes of action taken or to be taken by the Board. All members shall either reside in the City of Bemidji or be residents of the Bemidji Area. **The Chamber or Innkeeper appointees shall not also be a Board member of Visit Bemidji. Moreover Advisory Board members shall not have dual representation from the identified participating member organizations.**

In the event of resignation, incapacity or removal of a member, the vacancy may be filled by appointment as provided above.

## **D. Officers.**

1. Officers and Ex Officio Members.

The offices of the Board shall be a Chair, Vice Chair, and a Secretary, with the General Manager of the Sanford Center serving as an ex-officio officer.

2. Election of Officers.

The officers of the Advisory Board shall be elected annually by the Advisory Board at their Annual Meeting, which shall occur at the regularly scheduled January meeting. Annual appointments or reappointments by the City Council shall be made prior to the annual election of officers. A term shall be defined as three years, beginning on February 1 of the year of appointment. The officers of the Advisory Board shall be elected by a simple majority vote of the voting Advisory Board members present. Officers shall serve no more than two consecutive three-year terms in a particular office.

Officers shall serve staggering three year terms, with three (3) members starting with a three (3) year term, and three members starting with a two (2) year term, and three members starting with a one (1) year term.

3. Duties of the Officers.

The officers shall perform the duties normally associated with their offices, along with any special duties assigned by the Advisory Board.

Chair. The Chair of the Advisory Board shall preside at the meeting of the Advisory Board, and shall perform the other duties ordinarily performed by that officer.

Vice-Chair. The Vice-Chair shall assume the duties of the Chair during the Chair's absence.

- In the absence of both the Chair and Vice Chair, the Advisory Board shall elect a Chair pro-tem who shall perform the duties of the Chair of the Advisory Board.

Secretary. The Secretary shall sign all minutes and resolutions of and for the Advisory Board.

Ex-officios. The General Manager of the Sanford Center shall act as the ex-officio officer and administrative arm, and shall assist the Chair in preparation of Meeting Agendas and their timely distribution to the members. The City Manager and City Finance Director shall serve as ex-officio members.

4. In the event of resignation, incapacity or removal of the Chair, the Vice-chair shall become the Chair for the unexpired portion of the term. Vacancies in any other office, except the Ex-officio officer, arising from any cause may be filled by the Members at any regular or special meeting.

**E. Ad-hoc Subcommittees.**

1. Ad-hoc Committees as needed shall be appointed by the Chair of the Advisory Board and serve until their successors are appointed and qualified, or until the Ad-hoc Committee's work is completed. Ad-hoc Committees shall be made up of Advisory Board members and other individuals as appointed for resource and advisory purposes. It is recommended and encouraged that members of all committees, formal and Ad-hoc, seek consultation and interaction with City Department Head as needs arise.
2. A record of the action of each Ad-hoc committee, shall be kept by a member of said committee and reported to the Advisory Board at its next meeting for action by the Advisory Board if the Advisory Board so desires.
3. All Ad-hoc committee members shall be residents of the Bemidji area.

**F. Meetings**

1. Annual Meeting. The annual organizational meeting of the Advisory Board shall be held as provided in Paragraph D.2. herein. The order of business at the annual meeting shall include: Reading of the roll call, minutes of the previous meeting, officer's reports, establish time and frequency of regular meetings.
2. Regular Meetings. The Advisory Board shall meet monthly on a day and time to be determined by the chair.
3. Quorum. A simple majority of Advisory Board members shall constitute a quorum.
4. Open Meeting. The Advisory Board and any committees of the Board shall conduct all meetings in accordance with the "Minnesota Open Meeting Law". However, any Ad-hoc committee of the Advisory Board shall not be required to print or publish written notice of Ad-hoc committee meeting.
5. Voting. Each member shall have one (1) vote. All motions shall require a simple majority vote of those members present to pass, unless otherwise required by law, ordinance, resolution, or these by-laws.
6. Special and Emergency Meetings. The chair or majority of the Advisory Board may also call special meetings of the Advisory Board with at least **72** hours written notice. The call shall state the subject matter to be considered at the meeting and considerations shall be limited thereto.

In the case of emergency, the Chair may also call an emergency meeting of the Advisory Board on less than 24 hours notice. The call shall state the specific subject matter to be considered at the meeting and considerations limited thereto. Notice of any emergency meeting shall be given in accordance with the Minnesota Open Meeting Law.

7. Attendance. Attendance at regular Advisory Board meetings is expected from all Advisory Board members. Anyone unable to attend a meeting must contact an officer in order for his/her absence to be deemed excused. Three (3) consecutive unexcused absences by a Board member will result in a contact from an officer to determine the status of that Board member's interest and intent.

If that Advisory Board member is appointed and is committed to remaining on the Advisory Board, his/her status will be maintained, unless an additional three (3) consecutive unexcused absences are documented, at which time the appointed Advisory Board member will be removed from the Advisory Board.

### **G. Responsibilities of the Advisory Board**

The responsibilities to be performed by the Advisory Board include but are not limited to providing advisory input to the operations of the Sanford Center, and specifically to meet and work with Sanford Center Management to, among other things, prepare and implement policies and procedures benefitting management and operations generally, and which also govern booking and scheduling of events in the Sanford Center, and to review and advise respecting revenue and operating information, specifically the Annual Budget, Business Plan, and expenditures in excess of the budget, and as a group advise Management and the City in regards to performance and operational matters as needed.

### **H. General Rules.**

1. All Advisory Board meetings shall be conducted in accordance with general parliamentary rules, as may be construed generally (liberally) from Robert's Rules of Order Newly Revised, as well as in accordance with any rules of decorum otherwise specifically established by the Advisory Board to be observed by members in conducting meetings of the Advisory Board, and where they are not inconsistent with the Laws of the State of Minnesota, these By-laws, or other rules of procedure of the Board.
2. All recommendations to the City Council and Sanford Center Management must be approved by a majority of the voting members present at any properly called meeting.
3. The Advisory Board may, from time to time transmit data, findings, the results of studies, surveys, etc., to the City Council and the Sanford Center Management without recommendation.
4. Additions to the agenda, as prepared by the Chair and General Manager, may be made by a majority vote of the Advisory Board at any meeting.
5. Conflict of Interest. Whenever an Advisory Board member or officer has a financial or personal interest in any matter coming before the Advisory Board, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Advisory Board members determine

that it is in the best interest of the Sanford Center to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

Upon appointment, each Advisory Board member shall execute a Conflict of Interest Statement in substantially the form as found in Exhibit A attached hereto, which form and content may be amended from time to time by the Advisory Board in the same fashion as these by-laws may be amended.

6. Advisory Board Member Insurance. Advisory Board members shall have liability coverage under the City’s League of Minnesota Cities Insurance Trust (LMCIT) General Liability Insurance with respect to their actions for or on behalf of the Advisory Board in regards to any and all matters or actions subject of the duties or responsibilities of the Advisory Board.

**I. Amendment of by-laws.**

These by-laws may be amended at any regular meeting of the Advisory Board by a majority vote of the Advisory Board, providing previous notice of the nature of any proposed amendment shall have been given at least one meeting before the action thereon shall be taken, and provided further that the amendment is part of the agenda for the meeting and the membership has been provided the agenda in writing beforehand. **By-laws and by-law amendments must be approved by the Bemidji City Council.**

Adopted by Council: July 5, 2022

Amendment Adopted by Council: November 7, 2022

# General Manager Written Report

## Prepared by Bobby Anderson - 8.18.25

- Events review: We hosted quite a few events since our last meeting despite all of the storm damage we sustained and are working through.
  - We hosted the Coalition of Greater Minnesota Cities. We have raving feedback from the event attendees as well as the event organizers about our facility, staff, food and beverage, and overall customer service driven mindset. They hardly noticed any storm damage while here and we are proud of that. The feedback we received was if we did not tell them about it, they would not have known about it.
  - We followed that event up by hosting The Independent Community Bankers of Mn Convention for the first time. The event was extremely successful, and they were very happy. Their arena event portion turned out so well, having a private show, axe throwing, a kid's zone, and other lumberjack games.
  - Most recently we hosted the Lincoln Reagan Dinner for over 300 community members. We were able to deliver an amazing experience for this group once again. We look forward to many more years of hosting this event.
  - By the time this is being read we will have started the ice in process for the season. We have been able to be on time with this process despite the setbacks from the storm.
  
- Facility Update: Since last month's meeting, we have made progress working with KA and the Arena Roof Replacement has been completed by the time this meeting occurs. We have been blessed to have great weather for roofing over the last two weeks with minimal delay. There was a mandatory job walk for contractors looking to bid on the reconstruction on August 20<sup>th</sup> at 3pm. Hopefully we will have a better idea on timeline for repairs soon.
  
- Financial Update:
  - The current rolling forecast ending for June Months End projects a net operating loss of (\$466,302) for FY2025; this is a small decrease of (\$1,672) over May's forecast. We would like to reiterate that no major changes to the event matrix are expected with the storm damage to the building.