

BEMIDJI SANFORD CENTER ADVISORY BOARD MEETING AGENDA

Wednesday, September 24, 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) August 27, 2025 Regular Meeting Minutes
- 4) **JULY FINANCIAL STATEMENTS**
 - b) July 2025 Financial Statements
- 5) **BYLAWS UPDATE**
 - c) Draft Bylaws
- 6) **SUBCOMMITTEE REPORTS**
- 7) **GENERAL MANAGER REPORT**
 - d) General Manager Report
- 8) **ADJOURN**

MEMBER ATTENDING REMOTELY

BOARD MEMBER TWETEN WILL BE ATTENDING VIA WEBEX UNDER THE AUTHORITY OF MINNESOTA STATUTES SECTION 13D.02. MEMBERS OF THE PUBLIC MAY MONITOR THE MEETING BY ACCESSING THE REMOTE MEETING LINK ON THE CITY WEBSITE
<https://bemidjimn.portal.civicclerk.com/>

Sanford Center Advisory Board Meeting – August 27, 2025:

Meeting Minutes Summary

Call to Order

- Meeting called to order at 7:00 a.m.
 - Attendance confirmed; Winkler, Prince, Johnson, Pogue, Thayer, Vaughn, Lauritsen, Spiczka, Coe, Anderson
 - Absent: Laudon
 - Non-Voting by Phone: Tweten
 - Others: Travis Johnson
-

Approval of Agenda

- Motion: Approve agenda as presented – Made by: Britt Lauritsen | Seconded by: Steve Johnson | Outcome: Carried unanimously.

Approval of Minutes

- Motion: Approve June 25 & July 11 minutes – Made by: [Unidentified] | Seconded by: Andra Vaughn | Outcome: Carried unanimously.

Financial Reports (May & June 2025)

- Introduction: Travis Johnson introduced as new Director of Finance (background in accounting, logistics, and community service).
- Highlights: Rolling forecast ~\$464–466K; AGI lower than budget, but expenses reduced proportionately; City's \$350,000 subsidy received in June (one lump sum); June placeholder concert did not materialize.
- Discussion: Debate on budgeting only booked events vs. projecting with placeholders; consensus for accuracy & transparency while using weighted probabilities; suggestion to include scorecard with confirmed/pending events; Trevor proposed best-/worst-/baseline forecasts internally but only one official budget externally.
- Next Step: Budget submission due Oct. 1; staff and city finance team to finalize and bring back to board.

Bylaw Discussion & Governance

- Proposed Changes: Convert ad hoc committees (Operations, Marketing, Finance) into standing committees; each co-chaired by a board member & Sanford staff; quarterly meetings; regular reports at board sessions.
- Concerns: Past committees were chaotic with weak communication; cannot conflict with ASM contract; unclear role of community members.
- Consensus: Staff to draft redlined bylaw language for Sept. meeting; clarify co-chair model, reporting, and compliance. Business plan/budget deadlines already in city contract – will not be added.
- Action: No motion taken; draft to be returned in Sept.

Subcommittee Reports

- Operations & Finance: No recent meetings.
- Marketing: Focus on large conferences/meetings; leveraged Independent Bankers Conference; brainstormed local experience add-ons (fishing, golf, family activities); BSU hockey promotions (low-cost tickets, free popcorn, entertainment); pursuing Ticketmaster email lists; agreed to meet monthly for now.

Executive Director's Report (Written + Q&A)

- Event Highlight: Coalition of Greater Minnesota Cities conference successful despite storm damage.
- Storm Recovery: Roof repairs early; suites now priority; bids underway.
- Suite Holders: Concerns over readiness & compensation; unauthorized email created confusion; compensation possible via insurance; goal to have suites usable by Oct. 1–6 (pending bids & approvals).

Adjournment

- Motion: Adjourn – Made by: Audrey Thayer | Seconded by: Britt Lauritsen | Outcome: Carried unanimously.
- Adjourned ~8:00 a.m.

Action Items:

- Staff draft redlined bylaw amendments (Sept. meeting).

- Add scorecard with event-weighted projections to financial reports.
- Standardize meeting notifications and agenda distribution.
- Provide concrete suite readiness timeline and communication plan after bids.
- Marketing Committee follow up on Independent Bankers Conference leads and expand outreach tools.



SANFORD CENTER



Sanford Center

FOR THE MONTH ENDING JULY 31, 2025

DISTRIBUTED AUGUST 22, 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

Jul-25

Financial Statements

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ASM Global Management LLC

The Sanford Center – Bemidji, Minnesota

For the month of July 2025, the Sanford Center celebrated the 3rd annual Babe's Burnout Car Show. Over 7,000 car enthusiasts from across the region were entertained with classic cars, live music, and a burnout pit. The Sanford Center parking lot also served another year as host to the Bemidji Jaycees Water Carnival. With numerous private events hosted, the Sanford Center closed its book with a net operating loss of (\$156,390). This result is (\$71,398) behind what was budgeted for July. Based on the previous forecast in June, we anticipated a loss of (\$139,300) in July, the variance for the forecast and actual loss is (\$17,090).

The variance between the forecast and the actual net loss for July is the result of private and public events not performing to the level that we anticipated. The variance for the budget versus actual in July is a result of concerts and private events not being able to be booked. 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 (\$136,943) year to date through July. As part of the 2025FY budget we would like to note that we do not plan on hiring a Director of Operations for 2025.

Coming up in August and the following months, we are excited to host the Ojibwe Forest Rally, MercyMe Concert, Cary Elwes and the Princess Bride Show, BSU Hockey, and many private events.

A recap of events for the month of July:

- Babe's Burnout Car Show
- Tribal Training Meeting
- Ruby's Pantry
- 60th Reunion of Theta Tau Epsilon Fraternity
- Rotary Club of Bemidji Meetings
- Coalition of Greater Minnesota Cities Conference

The current rolling forecast as of July projects a net operating loss of (\$452,895) for FY2025; this is an increase of \$13,408 over June's forecast. In summary, there are no major changes to the event matrix, the variance from June to July's forecast are the results of adjusting private event income and accounting for the Director of Operations position vacancy.

	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
EVENT INCOME							
Direct Event Income							
Rental Income	\$ 1,340	\$ 15,700	(\$ 14,360)	\$ 256,095	\$ 282,300	(26,205)	297,908
Service Revenue	25,295	60,142	(34,847)	420,782	864,432	(443,650)	558,886
Service Expenses	(35,230)	(35,394)	164	(261,215)	(616,770)	355,555	(485,719)
Total Direct Event Income	(8,595)	40,448	(49,043)	415,662	529,962	(114,300)	371,075
Ancillary Income							
F & B Concessions	1,753	8,862	(7,109)	107,161	183,203	(76,042)	258,591
F & B Catering	14,600	43,474	(28,874)	196,978	373,387	(176,409)	172,978
Novelty Sales	807	4,250	(3,443)	807	15,550	(14,743)	6,975
Promoter Share	0	0	0	0	0	0	0
Promoter Share	0	0	0	0	0	0	0
Booth Cleaning Wages	0	0	0	0	0	0	0
Other Ancillary Sales	0	0	0	0	0	0	0
Total Ancillary Income	17,160	56,586	(39,426)	304,946	572,140	(267,194)	438,544
Other Event Income							
Ot Event Related	0	0	0	0	0	0	0
Suite Sales	0	0	0	24,356	26,852	(2,496)	21,895
Club Seat Tickets	0	0	0	1,421	2,533	(1,112)	3,797
Ad Income	0	0	0	0	0	0	0
Ticket Rebates	0	2,700	(2,700)	8,185	22,930	(14,745)	50,348
Facility Fees	0	5,400	(5,400)	45,923	67,240	(21,317)	55,226
Total Other Event Income	0	8,100	(8,100)	79,885	119,555	(39,670)	131,266
Total Event Income	8,565	105,134	(96,569)	800,493	1,221,657	(421,164)	940,885
OTHER OPERATING INCOME							
Luxury Suite Premiums	0	0	0	0	0	0	8,571
Suite Service Premium	0	0	0	0	0	0	2,128
Advertising & Sponsorship	23,352	32,006	(8,654)	168,524	224,042	(55,518)	129,174
Sanford Naming Rights	16,667	16,667	0	116,667	116,669	(2)	116,667
Coke Mktg Sponsorship	0	0	0	0	0	0	10,000
Ice Rental Revenue	0	0	0	0	0	0	0
Interest & Other Income	1,436	2	1,434	10,442	4	10,438	8,640
Total Oth. Operating Income	41,455	48,675	(7,220)	295,633	340,715	(45,082)	275,180
Adjusted Gross Income	50,020	153,809	(103,789)	1,096,126	1,562,372	(466,246)	1,216,065
INDIRECT EXPENSES							
Salaries & Wages	108,716	114,096	(5,380)	699,831	798,672	(98,841)	643,261
Payroll Taxes & Benefits	21,249	38,877	(17,628)	190,429	272,139	(81,710)	227,865
Net Salaries and Benefits	129,965	152,973	(23,008)	890,260	1,070,811	(180,551)	871,126
Contracted Services	0	0	0	0	0	0	0
General and Administrative	18,816	21,910	(3,094)	109,189	151,970	(42,781)	149,793
Operating	3,172	5,110	(1,938)	67,184	60,970	6,214	76,605
Repairs & Maintenance	3,637	3,917	(280)	21,358	21,282	76	37,729
Operational Supplies	972	10,208	(9,236)	44,471	72,456	(27,985)	24,711
Insurance	15,818	13,374	2,444	51,176	93,618	(42,442)	40,906
Utilities	23,421	20,700	2,721	218,566	260,400	(41,834)	242,328
ASM Management Fees	10,609	10,609	0	74,263	74,263	0	72,100
Other Mgmt Fees	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	625
Total Indirect Expenses	206,410	238,801	(32,391)	1,476,467	1,805,770	(329,303)	1,515,923
Net Income (Loss)	(\$ 156,390)	(\$ 84,992)	(\$ 71,398)	(\$ 380,341)	(\$ 243,398)	(136,943)	(299,858)
Non-Operating Income							
City of Bemidji Subsidy	\$ 0	\$ 0	\$ 0	\$ 350,000	\$ 0	350,000	350,000
Property Insurance	0	0	0	(38,566)	0	(38,566)	0
Adjusted Net Income (Loss)	(\$ 156,390)	(\$ 84,992)	(\$ 71,398)	(\$ 68,907)	(\$ 243,398)	174,491	50,142

Sanford Center
Balance Sheet
July 31, 2025

ASSETS

Current Assets

Cash	\$	839,094	
Accounts Receivable		121,340	
Prepaid Assets		197,546	
Inventory		<u>76,200</u>	
Total Current Assets			1,234,180

Fixed Assets

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

Other Assets

Other Assets		0	
Deposits		<u>0</u>	
Total Other Assets			<u>0</u>

Total Assets			<u><u>\$ 1,260,093</u></u>
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LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	\$	271,179	
Accrued Expenses		58,654	
Deferred Income		324,998	
Advance Ticket Sales/Deposits		527,529	
Other Current Liabilities		<u>0</u>	
Total Current Liabilities			1,182,360

Equity

Net Funds Received		0	
Retained Earnings		146,640	
Net Income (Loss)		<u>(68,907)</u>	
Total Equity			<u>77,733</u>

Total Liabilities & Equity			<u><u>\$ 1,260,093</u></u>
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The Sanford Center
2025

Rolling Forecast

	Year to Date Actual Thru July	Projected August 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	256,096	392,109	648,205	541,183	107,022	19.78%	522,224	125,981	24.12%
Service Income	420,786	302,213	722,999	1,076,938	(353,939)	-32.87%	908,408	(185,409)	-20.41%
Service Expenses	(261,216)	(239,433)	(500,649)	(948,124)	447,475	-47.20%	(806,057)	305,408	-37.89%
Total Direct Event Income	415,665	454,889	870,555	669,997	200,558	29.93%	624,575	245,980	39.38%
Ancillary Income									
F & B Concessions	107,159	200,333	307,492	356,336	(48,844)	-13.71%	438,743	(131,251)	-29.92%
F & B Catering	196,981	223,853	420,834	797,794	(376,960)	-47.25%	279,329	141,505	50.66%
Novelty Sales	807	3,500	4,307	16,550	(12,243)	-73.98%	12,157	(7,850)	-64.57%
Total Ancillary Income	304,947	427,686	732,633	1,170,680	(438,047)	-37.42%	730,229	2,404	0.33%
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	-	8,185	23,080	(14,895)	-64.54%	132,580	(124,395)	-93.83%
Facility Fees	45,923	33,197	79,120	101,277	(22,157)	-21.88%	192,833	(113,713)	-58.97%
Total Other Event Income	79,885	47,197	127,082	145,857	(18,775)	-12.87%	405,832	(278,750)	-68.69%
Total Event Income	800,497	929,772	1,730,270	1,986,534	(256,264)	-12.90%	1,760,636	(30,366)	-1.72%
Other Operating Income	295,625	244,807	540,432	637,403	(96,971)	-15.21%	490,830	49,602	10.11%
Adjusted Gross Income	1,096,122	1,174,579	2,270,702	2,623,937	(353,235)	-13.46%	2,251,466	19,236	0.85%
Operating Expenses									
Employee Salaries and Wages	699,830	529,226	1,229,056	1,369,148	140,092	10.23%	1,144,135	(84,921)	-7.42%
Benefits	190,427	184,018	374,445	466,519	92,075	19.74%	371,020	(3,425)	-0.92%
Net Employee Wages and Benefits	890,257	713,244	1,603,501	1,835,667	232,167	12.65%	1,515,155	(88,346)	-5.83%
General and Administrative	109,191	110,640	219,831	262,610	42,779	16.29%	241,689	21,858	9.04%
Operations	67,185	32,668	99,853	80,100	(19,753)	-24.66%	127,734	27,881	21.83%
Repair & Maintenance	21,359	20,615	41,974	55,434	13,461	24.28%	55,572	13,599	24.47%
Supplies	44,473	46,044	90,517	118,500	27,983	23.61%	49,064	(41,453)	-84.49%
Insurance	51,176	66,873	118,049	160,491	42,442	26.45%	60,996	(57,053)	-93.54%
Utilities	218,565	204,000	422,565	464,400	41,835	9.01%	436,513	13,948	3.20%
SMG Management Fees	74,263	53,045	127,308	127,308	-	0.00%	123,600	(3,708)	-3.00%
Less: Expenses Allocated	-	-	-	-	-		625	625	100.00%
Total Operating Expenses	1,476,473	1,247,128	2,723,597	3,104,510	380,913	12.27%	2,610,948	(112,649)	-4.31%
Net Income (Loss) From Operations	(380,347)	(72,549)	(452,895)	(480,573)	27,678	-5.76%	(359,482)	(93,413)	25.99%
Other Income (Expenses)	311,434	-	311,434	-	(311,434)		-	(311,434)	0.00%
Net Income After Other Income (Expenses)	(68,913)	(72,549)	(141,461)	(480,573)	(283,756)	59.05%	(359,482)	(404,847)	112.62%

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. The Board shall establish a minimum of three (3) Standing Committees, as follows:
 - Finance
 - Operations
 - Marketing

Each Standing Committee shall meet at a minimum, quarterly and report back to the board. Committees shall be co-chaired by an Advisory Board Member and Management Staff. The Board otherwise shall determine the membership of the Standing Committees and appoint members accordingly. However, no more than five members shall be appointed to serve on a Standing Committee at any given time.

2. 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 Heads as needs arise.
3. 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.
4. 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 regard 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 – 9.17.25

- Events review:
 - Mercy Me selling well – 2090 Tickets Sold out of 3493
 - The Princess Bride – 327 Tickets Sold out of 2154
 - Harlem Globetrotters – 141 Tickets Sold out of 3354
 - October 1st Announcement of New Sports Events that feature Bemidji Wide Partnership at Paul and Babe Live
- Facility Update: We hosted a press conference on September 10th in our ballroom to provide details surrounding the storm damage and repairs of those damages. We wanted to get the truth out there to everyone with a united front from the major partners involved in the facility. We focused on the good things as it pertains to The Sanford Center and being an asset for the community. We shared how the city council approved to move forward with the bids to get the arena back and ready for hockey season. This was a collaborative effort from The City, Sanford Center Advisory Board, Sanford Health, BSU, and Legends Global to inform everyone what it looks like leading into the hockey season. The plan is to get the main concourse usable, the ticket office, papa murphy's concessions stand, The Beaver Dam Store, and the bowl seating ready for the first Women's hockey game on Sept 26th. Which I am pleased to say it is on track to happen. We will have the concourse open from section J to Q for restrooms, ADA seating, merchandise, and concessions. In the Arena itself all seating in the bowl will be available for patrons to sit in. The club and suites will not be open for the first weekends series. We are on track to have the remainder of the concourse open, all three concessions, Club Level, The Common Spaces of Club, The Club Seating Section, suites 16-25 for sure as they sustained the least amount of damage. Suites 1-15 were the most affected and will be fully redone. They are on track to be usable by the first Men's Hockey Game on October 10th currently. Demo, Drywall, and Painting have all been completed with some punch list items to review. Flooring is set to start by end of this week. We did elect to present an upgrade option in the suites flooring from standard carpet tile to LVP flooring which will not only be in step with industry trends but will allow us to be much more efficient with cleaning after events. This will not slow the construction down at all. The difference between carpet and LVP was approved and funded out of our CIP fund. We also elected to add induction burners into the counter tops in the suites to provide a much more upscale and efficient environment for our suite holders. This will help save labor and help with storage shortages that we currently

experience with our current equipment. We will be in line with the industry trends to provide a premium experience for our guests. This was approved and is being funded out of our CIP fund. We are on track with all projects that were approved and so far, have hit the deadlines we set forth for construction.

- We will be presenting a full upgrade cost to finish suites 16-25 to the City for review and discussion around additional CIP funding to complete that project.

- Financial Update:
 - The current rolling forecast as of July projects a net operating loss of (\$452,895) for FY2025; this is an increase of \$13,408 over June's forecast. In summary, there are no major changes to the event matrix, the variance from June to July's forecast are the results of adjusting private event income and accounting for the Director of Operations position vacancy.