

# **BEMIDJI SANFORD CENTER ADVISORY BOARD MEETING AGENDA**

Wednesday, October 22, 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) September 24, 2025
- 4) MONTHLY FINANCIALS**
  - b) August Financials from ASM Global for the Sanford Center
- 5) BYLAWS UPDATE**
  - c) Approved ByLaws
- 6) SUBCOMMITTEE REPORTS**
- 7) GENERAL MANAGER REPORT**
  - d) General Manager Report
- 8) ADJOURN**

## Sanford Center Advisory Board Meeting – September 24, 2025:

# Sanford Center Advisory Board — Meeting Minutes

**Date:** September 24, 2025

**Time:** 7:00 a.m.

**Location:** City Hall – Conference Room, 317 4th Street NW, Bemidji, MN

**Recorder:** Tracy Pogue

### Attendance

#### Board Members Present:

- Jorge Prince
- Audrey Thayer
- Andra Vaughn
- Tracy Pogue
- Eric Tweten (*remote via WebEx-out of town*)
- Steve Johnson
- Donna Coe
- Brady Laudon
- Rich Spiczka

#### Absent:

- Britt Lauritsen
- Kayla Winkler

#### Guests:

- Bobby Anderson – General Manager, Sanford Center
- Trevor Johnson – Finance Director

### 1. Call Meeting to Order

Meeting was called to order at 7:00 a.m.

### 2. Approval of Agenda

- **Motion:** Approve agenda as presented — *Made by Prince.*
- **Second:** *Thayer.*
- **Outcome:** Carried unanimously.

### 3. Approval of Minutes (August 27, 2025)

- **Correction:** Finance Director's name to be listed as **Trevor Johnson** (not Travis).
- **Motion:** Approve August 27, 2025 minutes as amended — *Made by Johnson.*
- **Second:** *Coe.*
- **Outcome:** Carried unanimously.

#### 4. July 2025 Financial Statements

##### Report by Trevor Johnson, Finance Director

- Net operating loss: **\$156,390** (behind budget by \$71,398).
- Rolling forecast FY2025: **\$452,895 loss**, an increase of \$13,408 from June forecast.
- Year-to-date: **\$136,943** behind budget through July.
- Major events: Babes Burnout Car Show (7,000 attendees), Bemidji JC's Water Carnival, multiple private/community events.
- Staffing note: No Director of Operations to be hired in 2025 (savings \$80,000–\$90,000 annually).
- **Accounting issue:** \$350,000 city loan not currently shown under liabilities. Johnson committed to correcting in August financials.

##### Discussion:

- Prince raised questions about year-end projections (~\$480K loss).
- Coe reiterated concern about loan reporting.
- Staff confirmed budget and operating plan are on schedule for Oct. 1 submission.

#### 5. Bylaws Update

- Draft language reviewed regarding creation of **Finance, Operations, and Marketing standing committees**.
- Consensus:
  - Committees to have a **minimum of three participants, no maximum**.
  - Co-chair model to include a **board member** for ownership and accountability.
- **Motion:** Authorize staff to incorporate feedback and bring revised bylaw language to City Council — *Made by Johnson*.
- **Second:** *Thayer*.
- **Outcome:** Carried unanimously.

#### 6. Subcommittee Reports

##### Marketing & Communications

- Pogue reported on marketing plan in development with timelines for event promotion and newsletters.
- Laudon suggested using Chamber/Platzer data for geo-targeted ads.
- **World Juniors** promotion pending official team announcements.
- **Suite holder communications:** Pogue noted weekly updates and personal calls are ongoing; Spiczka emphasized the importance of suite move-in planning before the men's hockey opener.
- Positive feedback on September 10 press conference and direct communications.

## Finance Committee

- Has not met in over a year due to staffing.
- Members noted: **George, Coe, Christie Fenner (BSU)**.
- Will reconvene in **October** following release of FY2026 budget and plan.

## Operations Committee

- Pogue and Johnson expressed interest in participation.
- Discussion about restroom in link across from Tavern being mistaken as Sanford Center responsibility.
- **Action:** Post signage clarifying Tavern management is responsible — Tweten to coordinate with Anderson.
- Committee meeting to be scheduled in October.

## 7. General Manager Report (Anderson)

- **Ticket Sales:**
  - MercyMe – 2,090 sold of 3,493
  - Princess Bride – 327 sold of 2,154 (*discussion on viability threshold ~500*)
  - Harlem Globetrotters – 141 sold of 3,354 (*just announced*)
- **Facility Update:**
  - Women's hockey opener Sept. 26: concourse and bowl ready.
  - Suites 16–25 expected by Oct. 10; suites 1–15 fully redone.
  - Upgrades: LVP flooring and induction burners in suites, funded via CIP.
- **Communication:** September 10 press conference well received.
- **Financial Update:** Rolling forecast reaffirmed at \$452,895 loss for FY2025.

## 8. Meeting Schedule Adjustments

- **Motion:** Move November meeting to **Wednesday, Nov. 19, 2025** — *Made by Coe.*
- **Second:** *Laudon.*
- **Outcome:** Carried unanimously.
- **Motion:** Move December meeting to **Wednesday, Dec. 17, 2025** — *Made by Vaughn.*
- **Second:** *Thayer.*
- **Outcome:** Carried unanimously.

## 9. Adjourn

- **Motion:** Adjourn — *Made by Johnson.*
- **Second:** *Laudon.*
- **Outcome:** Carried unanimously. Meeting adjourned at approximately 8:15 a.m.

### **Action Item Summary**

1. Add **\$350,000 loan** as liability in August financials — Johnson.
2. Submit FY2026 budget & operating plan by Oct. 1 — Staff.
3. Finalize bylaw edits (minimum 3; board co-chair) & forward to Council — Staff.
4. Schedule October **Finance** and **Operations** meetings — Staff.
5. Continue suite holder updates, include move-in timeline; patch/paint suites — Anderson/Ethan.
6. World Juniors marketing coordination — Marketing committee.
7. Post restroom signage & coordinate responsibility with Tavern — Tweten.
8. Update invites for **Nov. 19** and **Dec. 17** meetings — Staff.

# SANFORD CENTER ADVISORY BOARD AGENDA ITEM



**Meeting Date:** October 22, 2025  
**Action Requested:** Questions Regarding August Financials for the Sanford Center  
**Prepared By:** Bobby Anderson, General Manager

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## **Background:**

For the month of August 2025, the Sanford Center finished the summer months hosting many private events and its parking lot serving as the host site of the 2025 Ojibwe Forest Rally. Excitingly, the arena was converted back to hockey form, and the ice was installed in preparation for the upcoming hockey season. This month's activity concluded the Sanford Center closing its book with a net operating loss of (\$105,371). This result is (\$1,098) behind what was budgeted for August. Based on the previous forecast in July, we anticipated a loss of (\$115,211) for August, the variance between the forecast and actual loss is \$9,840.

The variance between the forecast and the actual net loss for August is the result of large private events having catering income perform higher than expected. The variance for the budget versus actual in August is a result of sales in private events being fulfilled and indirect expenses being spent on a necessity basis. With these points, the Sanford Center is behind budget by (\$138,042) year to date through August.

Coming up in September, we are excited to host the kickoff to the 25-26 BSU hockey season with the Women's team playing the University of Wisconsin on September 26th and 27th. In the following months, we are excited host MercyMe in October, Cary Elwes & The Princess Bride in November, World Juniors in December, and the recently announced Harlem Globetrotters in January. The event season is right around the corner, and we look forward to being busy with many private events in the convention center.

A recap of events for the month of August:

- Independent Community Bankers of MN Convention
- Bemidji Rotary Club Meetings
- Ninth Judicial Branch Treatment Courts Training
- Lincoln Reagan Dinner
- MN Partnership for Adolescent Health World Cafe
- Ruby's Pantry
- Ninth Judicial Branch Courts Training
- Bemidji United Wine & Beer Tasting Social
- Jourdain Harris Wedding
- Ojibwe Forest Rally
- City of Bemidji Hearing Meeting for Annexation/Incorporation

The current rolling forecast as of August projects a net operating loss of (\$462,393) for FY2025; this is a decrease of (\$9,498) over July's forecast and is \$32,180 ahead of FY2025's budget. The

variance from July to August forecast is a result of changing event orders, specifically private event catering. In summary, there are no major changes to the event matrix, our sales department is pursuing additional private holiday parties for the upcoming months of November and December. Please note there is no unbooked revenue in the current forecast for these sales goals.

**Recommendation:**

Questions regarding August Financials for the Sanford Center.



# SANFORD CENTER



## Sanford Center

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

**DISTRIBUTED SEPTEMBER 25, 2025**

Prepared by: Trevor Johnson  
Director of Finance, The Sanford Center

*Distribution List:*

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

# ASM GLOBAL ARENA MANAGEMENT - The Sanford Center

The Sanford Center

Aug-25

Financial Statements

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**ASM Global Management LLC**

**The Sanford Center – Bemidji, Minnesota**

For the month of August 2025, the Sanford Center finished the summer months hosting many private events and its parking lot serving as the host site of the 2025 Ojibwe Forest Rally. Excitingly, the arena was converted back to hockey form, and the ice was installed in preparation for the upcoming hockey season. This month's activity concluded the Sanford Center closing its book with a net operating loss of (\$105,371). This result is (\$1,098) behind what was budgeted for August. Based on the previous forecast in July, we anticipated a loss of (\$115,211) for August, the variance between the forecast and actual loss is \$9,840.

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	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	\$ 23,750	\$ 23,200	\$ 550	\$ 279,845	\$ 305,500	(25,655)	313,461
Service Revenue	28,211	36,526	(8,315)	448,990	900,958	(451,968)	591,017
Service Expenses	(18,266)	(15,155)	(3,111)	(279,480)	(631,925)	352,445	(507,186)
<b>Total Direct Event Income</b>	<b>33,695</b>	<b>44,571</b>	<b>(10,876)</b>	<b>449,355</b>	<b>574,533</b>	<b>(125,178)</b>	<b>397,292</b>
<b>Ancillary Income</b>							
F & B Concessions	946	0	946	108,105	183,203	(75,098)	267,256
F & B Catering	49,045	40,000	9,045	246,020	413,387	(167,367)	185,210
Novelty Sales	0	0	0	807	15,550	(14,743)	9,622
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
<b>Total Ancillary Income</b>	<b>49,991</b>	<b>40,000</b>	<b>9,991</b>	<b>354,932</b>	<b>612,140</b>	<b>(257,208)</b>	<b>462,088</b>
<b>Other Event Income</b>							
Ot Event Related	0	0	0	0	0	0	0
Suite Sales	0	0	0	24,356	26,852	(2,496)	23,395
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	0	0	8,185	22,930	(14,745)	64,835
Facility Fees	0	0	0	45,923	67,240	(21,317)	58,986
<b>Total Other Event Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>79,885</b>	<b>119,555</b>	<b>(39,670)</b>	<b>151,013</b>
<b>Total Event Income</b>	<b>83,686</b>	<b>84,571</b>	<b>(885)</b>	<b>884,172</b>	<b>1,306,228</b>	<b>(422,056)</b>	<b>1,010,393</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	23,378	32,006	(8,628)	191,902	256,048	(64,146)	152,964
Sanford Naming Rights	16,667	16,667	0	133,333	133,336	(3)	133,333
Coke Mktg Sponsorship	0	0	0	0	0	0	10,000
Ice Rental Revenue	0	0	0	0	0	0	0
Interest & Other Income	1,217	0	1,217	11,664	4	11,660	9,928
<b>Total Oth. Operating Income</b>	<b>41,262</b>	<b>48,673</b>	<b>(7,411)</b>	<b>336,899</b>	<b>389,388</b>	<b>(52,489)</b>	<b>316,924</b>
<b>Adjusted Gross Income</b>	<b>124,948</b>	<b>133,244</b>	<b>(8,296)</b>	<b>1,221,071</b>	<b>1,695,616</b>	<b>(474,545)</b>	<b>1,327,317</b>
<b>INDIRECT EXPENSES</b>							
Salaries & Wages	105,106	114,096	(8,990)	699,831	798,672	(98,841)	643,261
Payroll Taxes & Benefits	26,693	38,877	(12,184)	190,429	272,139	(81,710)	227,865
Net Salaries and Benefits	131,799	152,973	(21,174)	1,022,060	1,223,784	(201,724)	1,005,565
Contracted Services	0	0	0	0	0	0	0
General and Administrative	13,843	24,060	(10,217)	123,031	176,030	(52,999)	179,718
Operating	8,780	5,110	3,670	75,962	66,080	9,882	83,924
Repairs & Maintenance	400	1,483	(1,083)	21,758	22,765	(1,007)	37,793
Operational Supplies	15,279	9,208	6,071	59,751	81,664	(21,913)	31,639
Insurance	15,818	13,374	2,444	66,995	106,992	(39,997)	44,924
Utilities	33,791	20,700	13,091	252,355	281,100	(28,745)	274,223
ASM Management Fees	10,609	10,609	0	84,872	84,872	0	82,400
Other Mgmt Fees	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	625
<b>Total Indirect Expenses</b>	<b>230,319</b>	<b>237,517</b>	<b>(7,198)</b>	<b>1,706,784</b>	<b>2,043,287</b>	<b>(336,503)</b>	<b>1,740,811</b>
<b>Net Income (Loss)</b>	<b>(\$ 105,371)</b>	<b>(\$ 104,273)</b>	<b>(\$ 1,098)</b>	<b>(\$ 485,713)</b>	<b>(\$ 347,671)</b>	<b>(138,042)</b>	<b>(\$ 413,494)</b>
<b>Non-Operating Income</b>							
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
<b>Adjusted Net Income (Loss)</b>	<b>(\$ 105,371)</b>	<b>(\$ 104,273)</b>	<b>(\$ 1,098)</b>	<b>(\$ 174,279)</b>	<b>(\$ 347,671)</b>	<b>173,392</b>	<b>(\$ 63,494)</b>

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

**ASSETS**

**Current Assets**

Cash	\$	826,186
Accounts Receivable		38,229
Prepaid Assets		191,029
Inventory		<u>75,832</u>

Total Current Assets 1,131,276

**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 0

**Total Assets** \$ 1,157,189

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	\$	190,489
Working Capital Loan		350,000
Accrued Expenses		82,582
Deferred Income		340,565
Advance Ticket Sales/Deposits		221,191
Other Current Liabilities		<u>0</u>

Total Current Liabilities 1,184,827

**Equity**

Net Funds Received		0
Retained Earnings		146,640
Net Income (Loss)		<u>(174,278)</u>

Total Equity (27,638)

**Total Liabilities & Equity** \$ 1,157,189

The Sanford Center  
2025

Rolling Forecast

	Year to Date Actual Thru August	Projected September 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	279,845	359,784	639,628	541,183	98,445	18.19%	522,224	117,404	22.48%
Service Income	448,990	277,862	726,852	1,076,938	(350,086)	-32.51%	908,408	(181,556)	-19.99%
Service Expenses	(279,482)	(223,078)	(502,560)	(948,124)	445,564	-46.99%	(806,057)	303,497	-37.65%
Total Direct Event Income	449,352	414,568	863,920	669,997	193,923	28.94%	624,575	239,345	38.32%
Ancillary Income									
F & B Concessions	108,105	199,583	307,688	356,336	(48,648)	-13.65%	438,743	(131,055)	-29.87%
F & B Catering	246,020	176,275	422,295	797,794	(375,499)	-47.07%	279,329	142,966	51.18%
Novelty Sales	807	3,500	4,307	16,550	(12,243)	-73.98%	12,157	(7,850)	-64.57%
Total Ancillary Income	354,932	379,359	734,291	1,170,680	(436,389)	-37.28%	730,229	4,062	0.56%
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	884,172	841,124	1,725,293	1,986,534	(261,241)	-13.15%	1,760,636	(35,343)	-2.01%
Other Operating Income	336,899	202,134	539,033	637,403	(98,370)	-15.43%	490,830	48,203	9.82%
Adjusted Gross Income	1,221,071	1,043,258	2,264,326	2,623,937	(359,611)	-13.71%	2,251,466	12,860	0.57%
Operating Expenses									
Employee Salaries and Wages	804,937	423,380	1,228,317	1,369,148	140,831	10.29%	1,144,135	(84,182)	-7.36%
Benefits	217,123	147,213	364,336	466,519	102,183	21.90%	371,020	6,684	1.80%
Net Employee Wages and Benefits	1,022,060	570,593	1,592,653	1,835,667	243,014	13.24%	1,515,155	(77,498)	-5.11%
General and Administrative	123,031	86,580	209,611	262,610	52,999	20.18%	241,689	32,078	13.27%
Operations	75,962	29,492	105,454	80,100	(25,354)	-31.65%	127,734	22,280	17.44%
Repair & Maintenance	21,758	17,198	38,956	55,434	16,479	29.73%	55,572	16,617	29.90%
Supplies	59,751	36,836	96,587	118,500	21,913	18.49%	49,064	(47,523)	-96.86%
Insurance	66,995	53,499	120,494	160,491	39,997	24.92%	60,996	(59,498)	-97.54%
Utilities	252,355	183,300	435,655	464,400	28,745	6.19%	436,513	858	0.20%
SMG Management Fees	84,872	42,436	127,308	127,308	-	0.00%	123,600	(3,708)	-3.00%
Less: Expenses Allocated	-	-	-	-	-		625	625	100.00%
Total Operating Expenses	1,706,784	1,019,934	2,726,718	3,104,510	377,793	12.17%	2,610,948	(115,770)	-4.43%
Net Income (Loss) From Operations	(485,713)	23,324	(462,392)	(480,573)	18,181	-3.78%	(359,482)	(102,910)	28.63%
Other Income (Expenses)	311,434	-	311,434	-	(311,434)		-	(311,434)	0.00%
Net Income After Other Income (Expenses)	(174,279)	23,324	(150,958)	(480,573)	(293,253)	61.02%	(359,482)	(414,344)	115.26%

# **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, with a minimum of three members to be appointed to serve on a Standing Committee.

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

Amendment Adopted by Council: October 6, 2025

# The Sanford Center – Monthly Report

Prepared by John Drum – 10.15.25

- Upcoming Events:
  - Mercy Me – Saturday, October 18
  - Evergreen Youth & Family Services Conference – Wednesday, October 29
  - The Princess Bride – Sunday, November 16
  - NEW! Rock & Roll Xmas Spectacular – Sunday, December 14
  - World Juniors, Late December
  - Harlem Globetrotters – Saturday, January 3
- Facility Update:
  - On September 10, Legends and ASM Global came together under one name – Legends Global. This isn't just a new logo or a name change. It's about uniting our teams, our expertise, and our passion for creating unforgettable live experiences. Together, we now form a network of over 450 venues worldwide, hosting 20,000 events and welcoming more than 165 million guests annually. We're proud to collaborate with the most iconic venues, events, and brands in sports and entertainment. With our combined strength, we are better equipped than ever to serve them and the guests who walk through their doors.



- Beginning on Monday, October 6, Bobby Anderson started a planned medical leave of absence. Legends Global is very supportive of Bobby prioritizing his health and taking this time away for himself and his family. During this absence, all of Bobby's emails and voice mails will be forwarded to John Drum. The Directors at the Sanford Center are dedicated to providing additional support during this time to make sure both the arena and convention center continue to serve all guests and clients. We want to provide Bobby with the time to focus on his healing during this time away. Legends Global is looking forward to welcoming Bobby back to the Sanford Center after this medical leave. He has been the heart and soul of this

community asset for many, many years and we truly value his leadership as the General Manager.

- Bemidji State women's hockey returned to the Sanford Center on Friday, September 26. Storm remediation efforts continued on the club level and within the south suites during the first two weekends of women's hockey. Bemidji State men's hockey home opener occurred on Friday, October 10. All south suites were available for guests along with the rest of the club level seats. Replacement efforts continue with the drink rail seating behind the club level seats. Both new suite/club chairs and table are pending approval from insurance.
- Sanford Center will prepare a full upgrade cost to finish suites 16-25 to the City for review and discussion around additional CIP funding to complete that project.
- 2026 IIHF World Junior Championship, Pre-Tournament Series. The announcement date for the Pre-Tournament Series teams and games will be happening soon! Minnesota Sports and Events (MNSE) and USA Hockey will lead on the press release. MNSE will provide each host city with approved social graphics and digital venue signage. The paid media campaign for the pre-tournament series will begin soon after the announcement. The Sanford Center will be used for practice sessions and game for over 10 days in December.



- Rock & Roll Xmas Spectacular is returning to The Sanford Center ballroom on December 14th, 2025, at 7 pm. Experience timeless holiday hits like "Silent Night," "God Rest Ye Merry Gentlemen," "Jingle Bells," and "The Little

Drummer Boy" reimagined with a rock twist that will get you into the holiday spirit like never before. Tickets will be available October 14th at 10 AM on Ticketmaster.com or at The Sanford Center Box Office.



- Financial Update:
  - The current rolling forecast as of August projects a net operating loss of (\$462,393) for FY2025; this is a decrease of (\$9,498) over July's forecast and is \$32,180 ahead of FY2025's budget.
  - The variance from July to August forecast is a result of changing event orders, specifically private event catering. In summary, there are no major changes to the event matrix, our sales department is pursuing additional private holiday parties for the upcoming months of November and December. (Please note there is no unbooked revenue in the current forecast for these sales goals.)