

# BEMIDJI SANFORD CENTER ADVISORY BOARD MEETING AGENDA

Wednesday, February 25, 2026

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) January 28, 2026 Meeting
- 4) **BUSINESS**
  - b) Chair Resignation
  - c) Financial Statements (December)
  - d) Committee Updates
  - e) General Manager Report
- 5) **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 – January 28th, 2026:

# Sanford Center Advisory Board — Meeting Minutes

**Date:** January 28<sup>th</sup>, 2026

**Time:** 7:00 AM

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

### Attending Members

Mayor Jorge Prince (Chair)  
Steve Johnson  
Brady Laudon  
Eric Tweten  
Britt Lauritsen  
Audra Vaughn  
Scott Turn

### Absent

Gwenia Fiskevold-Gould  
Kayla Winkler

### Guests and Staff

Trevor Johnson – Director of Finance @ Sanford Center  
Donna Coe – City Finance Director  
John Drum – Legends Global (remote only)  
Rich Spiczka – City Manager  
Nate Anderson- Arena Manager  
Ethan Rogers- Director of Sales and Marketing

### 1) Call Meeting to Order

Chair Prince called the meeting to order at 7:00 AM. A quorum was present.

### 2) Approval of Agenda

Motion by Laudon to approve the agenda as presented.  
Second by Johnson.  
Motion carried unanimously.

### 3) Election of Officers

Audra Vaughn was elected unanimously as Chair

Britt Lauritsen was elected unanimously as Vice-Chair  
Scott Turn was elected unanimously as Secretary.

#### **4) Monthly Financials**

Presented by Trevor Johnson, Director of Finance  
Tweeten suggested a Ticket Rebate idea  
Cash flow was discussed for December and into January  
Next Cash flow forecast will be through March  
Annual subsidy discussed and notified request is coming  
Prince asked about write off policy for the center  
John Drum explained he would get back on corporate policy

#### **5) Subcommittee Reports**

##### **Finance Committee**

Working to set a meeting date with two new appointees.

##### **Marketing Committee**

Went through upcoming events to review schedule  
World Juniors and Globetrotters not ideal timing  
Hosted 7 weddings last year, 8 booked for this year, goal is 10  
Requesting better follow up from staff on potential conference bookings  
Women's Expo and 218 Sports is upcoming  
Next show is March 25<sup>th</sup>  
Tweeten asked about getting 4 shows annually  
Pointed out that Legends reach was reason they are managing center

##### **Operations Committee**

Working on setting a meeting date and adding members

#### **7) General Manager Report**

Presented by John Drum, Legends Global

#### **8) Adjourn**

Motion by Johnson to adjourn.  
Second by Turn.  
Motion carried unanimously.  
Meeting adjourned at 8:57 AM.

# CHAIR RESIGNATION

Andra Vaughn has indicated that she has taken a new employment position which will pull her time from being able to serve as chair. Below are sections from the by-laws related to duties of the officers and actions the board may take regarding officer vacancies.

## 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.

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.



# SANFORD CENTER



## **Sanford Center**

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

**DISTRIBUTED JANUARY 25, 2025**

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

*Distribution List:*

Felix Mussenden, EVP, 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  
Amanda Slanovec, Director of Venue Finance, Legends Global

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

The Sanford Center

Dec-25

Financial Statements

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## **Legends Global Management LLC**

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

As we turned the calendar to the new year, The Sanford Center overcame many challenges and finished 2025 very strong. We are pleased to announce our Net Income (Loss) is (\$491,944), which is \$2,629 favorable to budget and \$123,056 ahead of the November forecast. The improved variance can be contributed to recognizing prior period ticketing revenue of \$47,577 and World Juniors revenue coming in \$75,251 ahead of forecast. The improvement in World Juniors is mainly due to event catering and event day concessions better than anticipated, and well managed staffing levels which helped keep expenses down.

- A) The Sanford Center Adjusted Gross Income was unfavorable to budget by \$293,325. However, the Sanford Center exceeded the prior year Adjusted Gross Income by \$369,212.
- B) Indirect Expense Total for the year was \$295,954 favorable to budget and \$404,345 less than 2024 actual. Position vacancies and necessity-based spending were the primary drivers of these savings.
- C) Our 2025 Net Income (Loss) was \$2,629 favorable to budget. Our 2025 Net Income (Loss) was \$35,133 greater than 2024.

#### **A recap of events for the month of December:**

- **Bemidji Youth Hockey**
- **City of Bemidji Employee Recognition Lunch**
- **Sanford Board Holiday Party**
- **Bemidji Figure Skating**
- **BSU VS Duluth**
- **IIHF World Juniors Pre-Tournament Series**
- **Ruby's Pantry**
- **AOG Ice Rental**
- **Dunham/Becker Wedding**
- **Bemidji Area Chamber of Commerce Gala**

Based on comments from the Finance sub-committee meeting, The Sanford Center attempted to minimize the risk of ticketed events in the fourth quarter. With this in mind, removing the downside risk is why our Rolling Forecast showed Net Income (Loss) further from budget just a month ago. Again, our monthly indirect expenses were favorable to budget and the rolling forecast as well. There is an amazing group of professionals at The Sanford Center that care about this venue, one another and the community that they serve. There were many highs and lows throughout 2025, but their extra efforts are reflected throughout this final monthly financial review.

	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>							
Direct Event Income							
Rental Income	74,902	26,250	48,652	504,148	541,183	(37,035)	468,732
Service Revenue	75,443	49,779	25,664	813,776	1,256,110	(442,334)	853,555
Service Expenses	(76,350)	(57,361)	(18,989)	(518,214)	(948,124)	429,910	(749,343)
<b>Total Direct Event Income</b>	<b>73,995</b>	<b>18,668</b>	<b>55,327</b>	<b>799,710</b>	<b>849,169</b>	<b>(49,459)</b>	<b>572,944</b>
<b>Ancillary Income</b>							
F & B Concessions	19,655	33,995	(14,340)	221,473	356,333	(134,860)	402,745
F & B Catering	138,118	69,275	68,843	504,961	618,622	(113,661)	263,778
Novelty Sales	(25)	0	(25)	4,703	16,550	(11,847)	12,157
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>157,748</b>	<b>103,270</b>	<b>54,478</b>	<b>731,137</b>	<b>991,505</b>	<b>(260,368)</b>	<b>678,680</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)	57,736
Club Seat Tickets	0	0	0	1,421	2,533	(1,112)	11,326
Ad Income	0	0	0	0	0	0	0
Ticket Rebates	5,757	0	5,757	45,861	23,080	22,781	83,165
Facility Fees	42,930	23,315	19,615	156,287	101,277	55,010	99,261
<b>Total Other Event Income</b>	<b>48,687</b>	<b>23,315</b>	<b>25,372</b>	<b>227,925</b>	<b>153,742</b>	<b>74,183</b>	<b>251,488</b>
<b>Total Event Income</b>	<b>280,430</b>	<b>145,253</b>	<b>135,177</b>	<b>1,758,772</b>	<b>1,994,416</b>	<b>(235,644)</b>	<b>1,503,112</b>
<b>OTHER OPERATING INCOME</b>							
Luxury Suite Premiums	1,885	9,216	(7,331)	30,895	27,648	3,247	8,571
Suite Service Premium	0	1,265	(1,265)	10,377	3,797	6,580	7,447
Advertising & Sponsorship	27,426	32,007	(4,581)	284,352	384,073	(99,721)	208,780
Sanford Naming Rights	16,667	16,663	4	200,000	200,000	0	183,333
Coke Mktg Sponsorship	14,000	0	14,000	14,000	0	14,000	10,000
Ice Rental Revenue	0	0	0	0	0	0	0
Interest & Other Income	2,035	0	2,035	18,216	3	18,213	26,157
<b>Total Oth. Operating Income</b>	<b>62,013</b>	<b>59,151</b>	<b>2,862</b>	<b>557,840</b>	<b>615,521</b>	<b>(57,681)</b>	<b>444,288</b>
<b>Adjusted Gross Income</b>	<b>342,443</b>	<b>204,404</b>	<b>138,039</b>	<b>2,316,612</b>	<b>2,609,937</b>	<b>(293,325)</b>	<b>1,947,400</b>
<b>INDIRECT EXPENSES</b>							
Salaries & Wages	125,498	114,092	11,406	1,259,598	1,369,148	(109,550)	1,044,285
Payroll Taxes & Benefits	30,862	38,872	(8,010)	353,901	466,519	(112,618)	340,846
Net Salaries and Benefits	156,360	152,964	3,396	1,613,499	1,835,667	(222,168)	1,385,131
Contracted Services	0	0	0	0	0	0	0
General and Administrative	15,327	21,550	(6,223)	210,219	262,610	(52,391)	226,333
Operating	11,425	13,490	(2,065)	116,746	103,300	13,446	119,552
Repairs & Maintenance	7,598	1,487	6,111	33,640	32,234	1,406	52,121
Operational Supplies	13,320	9,212	4,108	86,158	118,500	(32,342)	48,538
Insurance	71,212	13,377	57,835	185,662	160,491	25,171	56,978
Utilities	39,772	56,200	(16,428)	435,324	464,400	(29,076)	401,633
ASM Management Fees	10,609	10,609	0	127,308	127,308	0	113,300
Other Mgmt Fees	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	625
<b>Total Indirect Expenses</b>	<b>325,623</b>	<b>278,889</b>	<b>46,734</b>	<b>2,808,556</b>	<b>3,104,510</b>	<b>(295,954)</b>	<b>2,404,211</b>
Net Income (Loss)	<b>\$ 16,820</b>	<b>(\$ 74,485)</b>	<b>\$ 91,305</b>	<b>(\$ 491,944)</b>	<b>(\$ 494,573)</b>	<b>2,629</b>	<b>(\$ 456,811)</b>
<b>Non-Operating Income</b>							
City of Bemidji Subsidy	0	0	0	350,000	0	350,000	442,558
Property Insurance	0	0	0	(38,566)	0	(38,566)	(82,954)
Extraordinary Items	(25,913.00)	0	(25,913)	(25,913)	0	(25,913)	-
<b>Adjusted Net Income (Loss)</b>	<b>(\$ 9,093)</b>	<b>(\$ 74,485)</b>	<b>\$ 65,392</b>	<b>(\$ 206,423)</b>	<b>(\$ 494,573)</b>	<b>288,150</b>	<b>(\$ 97,207)</b>

## ASSETS

### Current Assets

Cash	\$	897,327
Accounts Receivable		336,942
Prepaid Assets		156,671
Inventory		<u>71,809</u>

Total Current Assets 1,462,749

### Fixed Assets

Building		0
Machinery & Equipment		0
Acc. Depreciation		<u>0</u>

Total Fixed Assets 0

### Other Assets

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

Total Other Assets 0

**Total Assets** **\$ 1,462,749**

## LIABILITIES AND EQUITY

### Current Liabilities

Accounts Payable	\$	304,370
Working Capital Loan		350,000
Accrued Expenses		98,379
Deferred Income		261,525
Advance Ticket Sales/Deposits		508,257
Other Current Liabilities		<u>0</u>

Total Current Liabilities 1,522,531

### Equity

Net Funds Received		0
Retained Earnings		146,640
Net Income (Loss)		<u>(206,422)</u>

Total Equity (59,782)

**Total Liabilities & Equity** **\$ 1,462,749**

The Sanford Center  
2025  
Rolling Forecast

	Year to Date Actual Thru December	Projected December 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	504,148	-	504,148	541,183	(37,035)	-6.84%	522,224	(18,076)	-3.46%
Service Income	813,776	-	813,776	1,076,938	(263,162)	-24.44%	908,408	(94,632)	-10.42%
Service Expenses	(518,214)	-	(518,214)	(948,124)	429,910	-45.34%	(806,057)	287,843	-35.71%
Total Direct Event Income	799,710	-	799,710	669,997	129,713	19.36%	624,575	175,135	28.04%
Ancillary Income									
F & B Concessions	221,473	-	221,473	356,336	(134,863)	-37.85%	438,743	(217,270)	-43.23%
F & B Catering	504,961	-	504,961	797,794	(292,833)	-36.71%	279,329	225,632	55.24%
Novelty Sales	4,703	-	4,703	16,550	(11,847)	-71.58%	12,157	(7,454)	-64.57%
Total Ancillary Income	731,137	-	731,137	1,170,680	(439,543)	-37.55%	730,229	908	0.12%
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	0.00%	12,241	(10,820)	-88.39%
Event Advertising Income	-	-	-	-	-	0.00%	-	-	0.00%
Ticket Rebates (Per Event)	45,861	-	45,861	23,080	22,781	98.70%	132,580	(86,719)	-93.70%
Facility Fees	156,287	-	156,287	101,277	55,010	54.32%	192,833	(36,546)	-40.74%
Total Other Event Income	227,925	-	227,925	131,857	96,068	72.86%	405,832	(177,907)	-43.84%
Total Event Income	1,758,772	-	1,758,772	1,972,534	(213,762)	-10.84%	1,760,636	(1,864)	-0.11%
Other Operating Income	557,840	-	557,840	637,403	(79,563)	-12.48%	490,830	67,010	13.65%
Adjusted Gross Income	2,316,612	-	2,316,612	2,609,937	(293,325)	-11.24%	2,251,466	65,146	2.89%
Operating Expenses									
Employee Salaries and Wages	1,259,598	-	1,259,598	1,369,148	(109,550)	-8.00%	1,144,135	115,463	-8.07%
Benefits	353,901	-	353,901	466,519	(112,618)	-24.14%	371,020	(17,119)	5.11%
Net Employee Wages and Benefits	1,613,499	-	1,613,499	1,835,667	(222,168)	-12.10%	1,515,155	98,344	-4.84%
General and Administrative	210,219	-	210,219	262,610	(52,391)	-19.95%	241,689	(31,470)	14.15%
Operations	116,746	-	116,746	80,100	36,646	45.75%	127,734	(10,988)	14.44%
Repair & Maintenance	33,640	-	33,640	55,434	(21,794)	-39.32%	55,572	(21,932)	35.60%
Supplies	86,158	-	86,158	118,500	(32,342)	-27.29%	49,064	37,094	-84.87%
Insurance	185,662	-	185,662	160,491	25,171	15.68%	60,996	124,666	-111.39%
Utilities	435,324	-	435,324	464,400	(29,076)	-6.26%	436,513	(1,189)	-3.70%
SMG Management Fees	127,308	-	127,308	127,308	-	0.00%	123,600	3,708	-3.00%
Less: Expenses Allocated	-	-	-	-	-	100.00%	625	(625)	100.00%
Total Operating Expenses	2,808,556	-	2,808,556	3,104,510	(295,954)	11.72%	2,610,948	197,608	-4.97%
Net Income (Loss) From Operations	(491,944)	-	(491,944)	(494,573)	2,629	-0.53%	(359,482)	(132,462)	36.85%
Other Income (Expenses)	285,521	-	311,434	-	(311,434)		-	311,434	0.00%
Net Income After Other Income (Expenses)	(206,423)	-	(180,510)	(494,573)	314,063	-63.50%	(359,482)	178,972	-49.79%

**The Sanford Center  
Fiscal Year 2025  
Operating Cash Flow Forecast**

<b>Month Ending</b>	<b>December 12/31/2025</b>	<b>January 1/31/2026</b>	<b>February 2/28/2026</b>	<b>March 3/31/2026</b>
<b>Beg Cash Flow (Non Ticketing/Unrestricted)</b>	<b>258,935.00</b>	<b>284,000.00</b>	<b>248,597.00</b>	<b>424,435.00</b>
Beginning Bank Balance 11/24/2025				
F&B Revenue	104,067.00	150,000.00	77,000.00	55,000.00
Rent Revenue		-	35,000.00	61,000.00
Service Revenue		-	2,000.00	44,000.00
Ticketing Transer	150,000.00	116,000.00	200,000.00	80,000.00
A/R Collections	90,000.00	80,000.00	225,000.00	2,800.00
<b>Total Inflows</b>	<b>344,067.00</b>	<b>346,000.00</b>	<b>539,000.00</b>	<b>242,800.00</b>
Net Employee Wages and Benefits	(225,000.00)	(225,000.00)	(137,260.00)	(137,260.00)
Uncashed AP Checks				
Unpaid AP		-	(60,000.00)	
General and Administrative	(21,550.00)	(19,323.00)	(19,323.00)	(19,323.00)
Operations	(11,564.00)	(13,663.00)	(13,663.00)	(13,663.00)
Repair & Maintenance	(3,413.00)	(11,005.00)	(8,504.00)	(8,504.00)
Supplies	(9,212.00)	(4,443.00)	(4,443.00)	(4,443.00)
Insurance	(70,377.00)	(16,625.00)	(16,625.00)	(16,625.00)
Utilities	(56,200.00)	(48,417.00)	(52,417.00)	(41,717.00)
SMG Management Fees	(10,600.00)	(10,927.00)	(10,927.00)	(10,927.00)
Sales Tax		(32,000.00)	(40,000.00)	
Other Cash Outflows				
<b>Total Outflows</b>	<b>(407,916.00)</b>	<b>(381,403.00)</b>	<b>(363,162.00)</b>	<b>(252,462.00)</b>
<b>Available Cash</b>	<b>195,086.00</b>	<b>248,597.00</b>	<b>424,435.00</b>	<b>414,773.00</b>
<b>Other Cash Inflow/Outflow</b>				
Intercompany Payments				
Funding				
<b>Ending Cash balance</b>	<b>195,086.00</b>	<b>248,597.00</b>	<b>424,435.00</b>	<b>414,773.00</b>

# The Sanford Center – Monthly Report

Prepared by John Drum – 2.18.26

- Upcoming Events:
  - Deuces Wild Dueling Pianos – February 21, 2026
  - Sanford Health-Doc Talk – February 24, 2026
  - Ruby’s Pantry – March 18, 2026
  - Mason Brothers – March 25-26, 2026
  - Rock Gods (Arena Concert) – March 27, 2026
  - Gideons Annual Conference – April 2026
  - MinnCAP Conference – April 2026
  - Bemidji Outdoor Sports Show – April 2026
  - Northern MN Women's Expo - May 9<sup>th</sup>, 2026
  - Minnesota State ASA/IT Conference – May 2026
  - 4<sup>th</sup> Annual Babe’s Burnout – July 11, 2026
  - The Princess Bride (Arena Event) – July 12, 2026
  
- Facility Update:
  - The 218 Sports Basketball Showcase, presented by Sanford Health, occurred on February 12-14. College games featured Bemidji State, the University of Jamestown, and Northern State University, along with ten high school games involving teams from Bemidji, Bagley, Cass Lake-Bena, Cloquet, Deer River, Duluth, Fosston, Grand Rapids, Hermantown, Kelliher-Northome, Mahnomen-Waubun, Pine River-Backus, and Walker-Hackensack-Akeley.



- Bemidji State hockey season continues at the Sanford Center. The men's team hosted Bowling Green on January 23 & 24 and Ferris State on February 6 & 7, which featured the Teddy Bear Toss on Friday night. The final regular season weekend for the women will be on February 20 & 21 and final regular season for the men will be February 27 & 28. Special meal deals at the concession stands will provide value options for families on both weekends.
- Bemidji Bridal Show is a great annual event to showcase our venue, food offering and support local vendors. The Sanford Center currently has 7 weddings booked for 2026 along with additional holds.
- Deuces Wild Dueling Pianos will be back on February 21 in the Ballroom. Dave and Ted perform a Las Vegas-style show of comedy and audience participation featuring an unlikely and surprising mix of music & parodies that range from classic rock and country to rap & show tunes! Less than 100 tickets remain for the annual event!

December Financial Update:

- At the end of 2025, the Sanford Center is pleased to share our Net Income (Loss) is (\$491,944), which is \$2,629 favorable to budget and \$123,056 ahead of the November forecast.
- The improved variance can be contributed to recognizing prior period ticketing revenue of \$47,577 and World Juniors revenue coming in \$75,251 ahead of forecast. The improvement in World Juniors is mainly due to event catering and event day concessions better than anticipated, and well managed staffing levels which helped keep expenses down.

A recap of events for the month of December:

- Bemidji Youth Hockey
- City of Bemidji Employee Recognition Lunch
- Sanford Board Holiday Party
- Bemidji Figure Skating
- BSU VS Duluth
- IIHF World Juniors Pre-Tournament Series
- Ruby's Pantry
- AOG Ice Rental
- Dunham/Becker Wedding
- Bemidji Area Chamber of Commerce Gala