BEMIDJI SANFORD CENTER ADVISORY BOARD
MEETING AGENDA

Wednesday, August 26, 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) July 22, 2026

4) BUSINESS

b) June Financials from Legends Global for the Sanford Center

c) Committee Updates

d) General Manager Report

5) ADJOURN

Sanford Center Advisory Board Meeting Minutes

City Hall Conference Room, 317 4th St NW, Bemidji, MN 56601

July 22nd, 2026

Attending Members:, Britt Lauritsen (Chair), Mayor Jorge Prince, Gwenia Fiskevold-Gould, Steve Johnson, Audra Vaughn, Erik Tweten (via zoom), Scott Turn.

Absent: Kayla Winkler, Brady Lauden

Guests and Staff: Bobby Anderson, Sanford Center General Manager, Ethan Rogers, Director of Sales and Marketing, Rich Spiczka, City Manager, John Drum, Legends Global (remote), Donna Coe, City Finance Director.

1) **Call Meeting to Order**: Chair Lauritsen called the meeting to order at 7:00am. A quorum was present.
2) **Approval of Agenda**: Motion by Prince to approve the agenda as presented. Second by Vaughn. Motion carried unanimously.
3) **Approval of Minutes**- Minutes of last regular meeting on June 24th were reviewed as well as the special July 15th Meeting. Motion by Vaughn to approve minutes as presented. Second by Prince. Motion carried unanimously.
4) **Monthly Financials** – Bobby Anderson, General Manager, presented the financials for the months ending in May. A recap of the May events were given which included High School and College graduations, the women's expo and a few conferences. The Sanford Center is currently $158,537 ahead of budget so far this year through May. They are actively continuing the search for operation staff vacancies.

5) **Sub-Committee Updates**

   -**Finance Committee** – Met last on June 16th. Did not meet in July but will get a meeting scheduled for next month.

   -**Marketing Committee**- Met this past month. Went through past and upcoming events. Discussed new email system to push out information and new events to previous customers of the center. Next Meeting will be in October.

   -**Operations Committee** – Did not meet. Looking to schedule a meeting.

6) **General Manager Report**

-Presented by Bobby Anderson, Sanford Center. Bobby gave updates for July events as well as events for rest of the summer. He also gave updates on storm repairs to the building. Some storm repair has been completed. Floor repair still needs to be completed. Staff are working on final draft of the 2027 facility budget. I will be summited to the city by Oct 1st. The open positions of HR, Operations and Facilities, have now been filled. All will be on board by July 20th. An update was also given on Babe's Burnout and ways to continue to grow parking and attendance. Solar panels installation is complete. However, placement ended up closer to the building than anticipated. Bobby indicated 2 weddings have been lost due to their visibility from the event space.

7) **Review of Special Meeting Items**

-Chair Lauritsen recapped the some of the outcomes of the special meeting in July. The 4 focus items from that meeting were:

- Sanford Center as a Destination and Regional Center for conferences, Events and Concerts
- A standard of Professional Service to partners and Tenants
- Maintain Year Round Community Access
- Taking a tactical approach to Sales and Marketing.

8) **Adjourn**

-Motion by Johnson
-Second by Fiskevold-Gould
-Motion carried unanimously
-Meeting adjourned at 7:56am

Sanford Center

FOR THE MONTH ENDING JUNE 30th, 2026

DISTRIBUTED JULY 25, 2026

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

Distribution List:
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

Jun-26

Financial Statements

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Legends Global Arena Management LLC

The Sanford Center – Bemidji, Minnesota

For the month of June 2026, The Sanford Center was packed with events that utilized the arena and the convention center such as the annual return of The Knights of Columbus Walleye Classic. This activity concluded the Sanford Center closing its book with a net operating loss of ($65,096). This result is $37,965 ahead of what was budgeted for June. Based on the previous forecast in May, we anticipated a loss of ($68,443) in June. The variance for the forecast and actual income is favorable by $3,347. This is due to our costs being managed well and F&B income performing better than expected.

The variance between the forecast and the actual net loss for June is the result of private and public events performing better than anticipated. We continue to spend on a necessity basis for indirect expenses; position vacancies and other costs within indirect expenses are also contributing to the offset of the adjusted gross income shortfall for the year. With these points, the Sanford Center is ahead of budget by $196,502 year to date through June. We are set to fill two of the three operation staff vacancies in July.

Coming up in July and the following months, we are excited to host the annual return of Babes Burnout and many other private events.

A recap of events for the month of June:

- Noon Rotary Meetings
- Sanford Health Negotiations
- Sanford Health Pours for a Purpose
- KOC Walley Classic
- Summer Institute in American Indian Wellness
- Ottertail Power Open House Meeting
- Retired Law Enforcement Breakfast
- UMD Training
- Pinnacle Company Gathering

The current rolling forecast as of June projects a net operating loss of ($549,261) for FY2026; this is a decrease of $249 over May's forecast. The changes in our forecast are the result of minor changes to our events matrix.

	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	21,490	17,400	4,090	343,028	334,949	8,079	254,755
Service Revenue	40,698	62,518	(21,820)	530,026	510,620	19,406	395,488
Service Expenses	(14,950)	(47,172)	32,222	(339,141)	(365,093)	25,952	(225,984)
Total Direct Event Income	**47,238**	**32,746**	**14,492**	**533,913**	**480,476**	**53,437**	**424,259**
Ancillary Income							
F & B Concessions	3,944	11,180	(7,236)	141,074	169,920	(28,846)	105,408
F & B Catering	68,590	27,681	40,909	308,843	231,919	76,924	182,376
Novelty Sales	0	2,500	(2,500)	1,903	5,500	(3,597)	0
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	**72,534**	**41,361**	**31,173**	**451,820**	**407,339**	**44,481**	**287,784**
Other Event Income							
Ot Event Related	0	0	0	0	0	0	0
Suite Sales	0	3,200	(3,200)	32,761	21,600	11,161	24,356
Club Seat Tickets	0	1,000	(1,000)	3,580	5,700	(2,120)	1,421
Ad Income	0	0	0	0	0	0	0
Ticket Rebates	0	2,000	(2,000)	25,690	25,150	540	8,185
Facility Fees	0	8,000	(8,000)	56,687	76,500	(19,813)	45,923
Total Other Event Income	**0**	**14,200**	**(14,200)**	**118,718**	**128,950**	**(10,232)**	**79,885**
Total Event Income	**119,772**	**88,307**	**31,465**	**1,104,451**	**1,016,765**	**87,686**	**791,928**
OTHER OPERATING INCOME							
Luxury Suite Premiums	0	0	0	0	0	0	0
Suite Service Premium	0	0	0	0	0	0	0
Advertising & Sponsorship	11,585	32,083	(20,498)	115,205	192,500	(77,295)	145,171
Sanford Naming Rights	16,667	16,667	0	100,000	100,002	(2)	100,000
Coke Mktg Sponsorship	0	0	0	0	0	0	0
Ice Rental Revenue	0	0	0	0	0	0	0
Interest & Other Income	1,221	0	1,221	6,963	0	6,963	9,008
Total Oth. Operating Income	**29,473**	**48,750**	**(19,277)**	**222,168**	**292,502**	**(70,334)**	**254,179**
Adjusted Gross Income	**149,245**	**137,057**	**12,188**	**1,326,619**	**1,309,267**	**17,352**	**1,046,107**
INDIRECT EXPENSES							
Salaries & Wages	103,423	113,384	(9,961)	584,553	680,304	(95,751)	591,116
Payroll Taxes & Benefits	26,291	34,458	(8,167)	179,593	206,748	(27,155)	169,180
Net Salaries and Benefits	129,714	147,842	(18,128)	764,146	887,052	(122,906)	760,296
Contracted Services	0	0	0	0	0	0	0
General and Administrative	13,159	19,323	(6,164)	93,398	115,938	(22,540)	90,371
Operating	6,583	7,246	(663)	57,523	75,874	(18,351)	64,011
Repairs & Maintenance	6,562	14,795	(8,233)	20,822	52,251	(31,429)	17,721
Operational Supplies	4,295	4,443	(148)	22,351	28,658	(6,307)	43,499
Insurance	15,818	16,625	(807)	94,910	99,750	(4,840)	35,358
Utilities	27,315	18,917	8,398	241,714	214,302	27,412	195,144
ASM Management Fees	10,895	10,927	(32)	65,373	65,562	(189)	63,654
Other Mgmt Fees	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total Indirect Expenses	**214,341**	**240,118**	**(25,777)**	**1,360,237**	**1,539,387**	**(179,150)**	**1,270,054**
Net Income (Loss)	**($ 65,096)**	**($ 103,061)**	**$ 37,965**	**($ 33,618)**	**($ 230,120)**	**196,502**	**($ 223,947)**
Non-Operating Income							
City of Bemidji Subsidy	0	0	0	175,000	0	0	350,000
Property Insurance	0	0	0	0	0	0	(38,566)
Extraordinary Items	0	0	0	0	0	0	0
Adjusted Net Income (Loss)	**($ 65,096)**	**($ 103,061)**	**$ 37,965**	**$ 141,382**	**($ 230,120)**	**371,502**	**$ 87,487**

ASSETS				
Current Assets				
Cash	$	550,363		
Accounts Receivable		112,833		
Prepaid Assets		102,465		
Inventory		56,073		
Total Current Assets				821,734
Fixed Assets				
Building		0		
Machinery & Equipment		0		
Acc. Depreciation		0		
Total Fixed Assets				0
Other Assets				
Other Assets		0		
Deposits		0		
Total Other Assets				0
Total Assets			**$**	**821,734**
LIABILITIES AND EQUITY				
Current Liabilities				
Accounts Payable	$	146,259		
Working Capital Loan		350,000		
Accrued Expenses		62,559		
Deferred Income		93,041		
Advance Ticket Sales/Deposits		88,273		
Other Current Liabilities		0		
Total Current Liabilities				740,132
Equity				
Net Funds Received		0		
Retained Earnings		(59,780)		
Net Income (Loss)		141,382		
Total Equity				81,602
Total Liabilities & Equity			**$**	**821,734**

The Sanford Center
2026
Rolling Forecast

		Year to Date Actual Thru June	Projected July Thru 12/31/2026	Rolling Forecast Fiscal YE 12/31/2026	Budget Fiscal Year Ending 12/31/2026	Variance Positive / (Negative)	Percentage Change Increase (Decrease)	Prior Year Actual Fiscal YE 12/31/2025	Variance Positive / (Negative)	Percentage Change Increase (Decrease)
Event Income										
Direct Event Income										
	Rental Income	343,028	258,815	601,843	613,694	(11,851)	-1.93%	504,148	97,695	19.38%
	Service Income	530,026	333,933	863,959	1,003,644	(139,685)	-13.92%	813,776	50,183	6.17%
	Service Expenses	(339,141)	(214,840)	(553,981)	(688,044)	134,063	-19.48%	(518,214)	(35,767)	6.90%
	Total Direct Event Income	533,913	377,908	911,821	929,294	(17,473)	-1.88%	799,710	112,111	14.02%
Ancillary Income										
	F & B Concessions	141,074	104,901	245,975	301,621	(55,646)	-18.45%	221,473	24,502	-43.23%
	F & B Catering	308,843	193,390	502,233	447,864	54,369	12.14%	504,966	(2,733)	55.24%
	Novelty Sales	1,903	1,250	3,153	11,750	(8,597)	-73.17%	4,703	(1,550)	-64.57%
	Total Ancillary Income	451,820	299,541	751,361	761,235	(9,874)	-1.30%	731,142	20,219	2.77%
Other Event Income										
	Luxury Box Ticket Sales	32,761	18,000	50,761	46,000	4,761	10.35%	24,356	26,405	-64.28%
	Club Seat Ticket Sales	3,580	3,000	6,580	10,700	(4,120)	0.00%	1,421	5,159	-88.39%
	Event Advertising Income	-	-	-	-	-	0.00%	-	-	0.00%
	Ticket Rebates (Per Event)	25,690	15,300	40,990	44,450	(3,460)	-7.78%	45,861	(4,871)	-93.70%
	Facility Fees	56,687	72,300	128,987	164,800	(35,813)	-21.73%	156,287	(27,300)	-40.74%
	Total Other Event Income	118,718	108,600	227,318	265,950	(38,632)	-14.53%	227,925	(607)	-0.27%
Total Event Income		1,104,451	786,049	1,890,500	1,956,479	(65,979)	-3.37%	1,758,777	131,723	7.49%
Other Operating Income		222,168	183,967	406,135	599,000	(192,865)	-32.20%	557,840	(151,705)	-27.20%
Adjusted Gross Income		1,326,619	970,016	2,296,635	2,555,479	(258,844)	-10.13%	2,316,617	(19,982)	-0.86%
Operating Expenses										
	Employee Salaries and Wages	584,553	656,894	1,241,447	1,360,615	(119,168)	-8.76%	1,259,598	(18,151)	-8.07%
	Benefits	179,593	206,733	386,326	413,481	(27,155)	-6.57%	353,901	32,425	5.11%
	Net Employee Wages and Benefits	764,146	863,627	1,627,773	1,774,096	(146,323)	-8.25%	1,613,499	14,274	-4.84%
	General and Administrative	93,398	105,236	198,634	232,840	(34,206)	-14.69%	210,219	(11,585)	14.15%
	Operations	57,523	31,672	89,195	107,650	(18,455)	-17.14%	116,746	(27,551)	14.44%
	Repair & Maintenance	20,822	47,846	68,668	141,050	(72,382)	-51.32%	33,640	35,028	35.60%
	Supplies	22,351	31,457	53,808	63,800	(9,992)	-15.66%	86,158	(32,350)	-84.87%
	Insurance	94,910	99,750	194,660	199,500	(4,840)	-2.43%	185,662	8,998	-111.39%
	Utilities	241,714	240,698	482,412	455,000	27,412	6.02%	435,324	47,088	-3.70%
	SMG Management Fees	65,373	65,373	130,746	131,127	(381)	-0.29%	127,308	3,438	-3.00%
	Total Operating Expenses	1,360,237	1,485,659	2,845,896	3,105,063	(259,167)	11.72%	2,808,556	37,340	-4.97%
Net Income (Loss) From Operations		(33,618)	(515,643)	(549,261)	(549,584)	323	-0.06%	(491,939)	(57,322)	11.65%
Other Income (Expenses)		175,000	175,000	350,000	350,000	-		350,000	-	0.00%
Net Income After Other Income (Expenses)		141,382	(340,643)	(199,261)	(199,584)	323	-0.16%	(141,939)	(57,322)	40.38%

The Sanford Center
Fiscal Year 2026
Operating Cash Flow Forecast

Month Ending	**July 7/31/2026**	**August 8/30/2026**	**September 9/30/2026**	**October 10/30/2026**
Beg Cash Flow (Non Ticketing/Unrestricted)	**592,879.43**	**360,926.53**	**297,306.53**	**179,236.53**
F&B Revenue	10,000.00	32,000.00	70,000.00	98,000.00
Rent Revenue	10,000.00	6,000.00	26,000.00	21,000.00
Service Revenue	5,000.00	10,000.00	35,000.00	26,000.00
Ticketing Transer				
A/R Collections	80,000.00	-	-	-
Sanford Naming Rights		200,000.00		
Total Inflows	**105,000.00**	**248,000.00**	**131,000.00**	**145,000.00**
Net Employee Wages and Benefits	(165,000.00)	(120,000.00)	(130,000.00)	(142,000.00)
Uncashed AP Checks	-	-	-	
Unpaid AP	(85,288.90)	(100,000.00)	-	-
General and Administrative	(15,989.00)	(13,000.00)	(20,000.00)	(16,989.00)
Operations	(6,583.00)	(8,700.00)	(7,000.00)	(6,663.00)
Repair & Maintenance	(3,600.00)	(400.00)	(250.00)	(7,162.00)
Supplies	(972.00)	(15,000.00)	(3,300.00)	(9,829.00)
Insurance	(16,625.00)	(16,625.00)	(16,625.00)	(16,625.00)
Utilities	(20,000.00)	(22,000.00)	(46,000.00)	(47,117.00)
SMG Management Fees	(10,895.00)	(10,895.00)	(10,895.00)	(10,895.00)
Sales Tax	(12,000.00)	(5,000.00)	(15,000.00)	
Other Cash Outflows				
Total Outflows	**(336,952.90)**	**(311,620.00)**	**(249,070.00)**	**(257,280.00)**
Available Cash	**360,926.53**	**297,306.53**	**179,236.53**	**66,956.53**
Other Cash Inflow/Outflow				
Intercompany Payments				
Funding				175,000.00
Ending Cash balance	**360,926.53**	**297,306.53**	**179,236.53**	**241,956.53**

The Sanford Center – General Manager Report

Prepared by Bobby Anderson – 8.17.26

Mission

The Sanford Center encourages community engagement through entertainment in Northern Minnesota by providing a gathering place for cultural, recreational, educational, and entertainment events. We will create outstanding guest experiences while remaining fiscally responsible and contributing to the economic development of the city and region.

Values

Stewardship | Visionary | Community | Hospitality | Inclusivity | Entertainment

Upcoming Events

- Red Lake Schools Safety Conference - August 2026
- Lincoln – Reagan Dinner - August 20th, 2026
- United Way/North Country Food Bank Mobile Drop – August 21st
- Boshey Wedding Reception - August 2026
- Leech Lake Head Start – August 2026
- Leadership ICM Conference – August 2026
- Ojibwe Forests Rally – August 29th, 2026
- Sanford Health Clinicians Dinner – September 2026
- MN Safety Council – September 2026
- 9/11 Stair Climb – September 11th, 2026
- AMC Fall Policy Conference – September 2026
- Labraaten.Krabbenhoft Wedding Reception – September 2026
- BSU Honors Gala – September 2026
- Hansen.Lawrence Wedding Reception – September 2026
- Diocese of Crookston Youth Event – September 2026
- Bemidji Fire Department Round Table – September 2026
- Serratore Spaghetti Dinner – September 2026
- Northwest MN Foundation 40th Anniversary – September 2026
- BSU Women's Hockey Home Opener – Oct 2nd & 3rd, 2026
- BSU Men's Home Opener – Oct 3rd, 2026

Concert Holds:

- Christian Concert Hold for November 2026 - Arena
- Country Concert Hold for November 2026 - Arena
- Christmas Show Hold for December 2026 - Arena
- Rock and Roll Christmas December 13th, 2026 – Ballroom
- Family Show Hold for January 2027 - Arena
- Family/Comedy Show Hold for February 2027 – Ballroom
- Folk, Blues, Rock Show Hold for March/April/May 2027 - Arena
- Rock Concert Hold for July 2027 - Arena

Facility & Staffing Update:

- Actively working with Kraus Anderson on terrazzo floor repair. Waiting to hear confirmation of project start date in September.
- City Streets Department completed main entrance truncated domes crosswalk repairs. They are working on convention center entrance crosswalk.
- Ice Plant 20,000 HR maintenance in works.
- Multiple Annual Inspections taking place. (Ansul System, Hood System, Center hung scoreboard hoist)
- Staff are working on gathering bids for ovens in the kitchen. Current oven cooking times are slowing, suggesting they are reaching end of life.
- Staff are working on 3rd draft of 2027 facility budget. On track to be submitted to the City by October 1st deadline.
- We have hired Ice Technician Manager who started on August 10th. Justin Duretz is currently installing ice at the facility this week.