

# DEPOT OPERATIONS COMMITTEE MEETING

**May 2, 2023**

Location: Commissioner Conference Room in Duluth Courthouse

Present: Commissioner Boyle, Commissioner Harala, Commissioner Grimm, Mary Tennis, Brian Fritsinger, BreAnn Graber, Chris Pinkert, Kristin Johnson

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## **RFP Update**

Mary Tennis reported that the Depot RFP was sent last week to over 61 email addresses, posted online, and a press release has been sent. The process will be more accessible this year as we are not using Demand Star. The deadline is May 30<sup>th</sup> at 1PM.

On Wednesday, May 31<sup>st</sup>, the selection committee will meet for training on how to evaluate proposals using the rubric. Members will independently score proposals. Then turn in scoring sheets to be compiled before reconvening to discuss on June 6<sup>th</sup> immediately following the board meeting.

## **Theatre Update**

Mary Tennis shared that DSSO will use the stage. However, they are less interested in management of the theatre. Depot Management has been working with John Justad as a technical director. His skills have been a huge asset. Theatre interested has been very strong and feedback has been very positive. Mary and Bre are now tasked with creating a business plan for the theatre.

## **Historical Society Update**

The agreement for offsite storage has been finalized. However, the SLCHS is reporting that they do not have funds budgeted for the moving process. They are asking for \$112,000. Ron Hein has been reinstated as the President of SLCHS. Additionally, a director has yet to be hired. The committee would like to see letter sent to the SLCHS Board identifying concerns and requesting an interim director be put in place.

## **Roundtable**

- There are some concerns regarding tenants being aggressive towards other tenants and staff.
- Mary is working with the city of Duluth to get a better understanding and clarification of the liquor licenses in the building.
- Depot History for Kids videos have been released.

- STEAM Festival is May 13<sup>th</sup>.
- Bienvenue Coffee Fest planning is underway for September 30<sup>th</sup>.

Meeting ended at 12:36PM.

*Minutes prepared by:*

*Kristin Johnson*

*Administrative Specialist/Depot Committee Support*