

## Finance Committee Agenda for 10-21-2021 2:30-4pm

1. Minutes from September meeting (EXHIBIT A)
2. Retro commissioning proposal review (John or Ryan to present)
3. September financials – CFA (EXHIBIT B)
4. Investment Advisor Proposal (EXHIBIT C)
5. Discussion around next bond issue (Mike Burns to present)
6. Discussion for creating an internal debt service reserve
7. Other items as determined by members

**MONTGOMERY COUNTY CONVENTION FACILITIES  
AUTHORITY  
BOARD OF DIRECTORS**

Regular Meeting Minutes  
September 16, 2021, 2:30 PM  
Via Telephonic/Electronic Means

**BOARD OF DIRECTORS – Finance Committee Meeting**

**PRESENT:** Sean Fraunfelter, Kevin Weckesser, Thomas Whelley, LaShea Lofton (joined at 2:40)

**GUESTS:** Pam Plageman, Executive Director, Kelli Donahoe, DCC GM, ASM

**I. Roll Call**

Mr. Fraunfelter called the meeting to order at 2:30 PM and called the roll.

**II. Approval of June Minutes**

Mr. Fraunfelter asked members of the Committee if they had any edits to the minutes. Hearing none, Mr. Fraunfelter called for a motion to approve the minutes.

**MOTION:** It was then moved by Mr. Whelley and seconded by Mr. Weckesser and unanimously voted “to approve the June 17, 2021 Finance Committee meeting minutes as presented”.

**III. Approval of August Minutes**

Mr. Fraunfelter asked members of the Committee if they had any edits to the minutes. Hearing none, Mr. Fraunfelter called for a motion to approve the minutes.

**MOTION:** It was then moved by Mr. Weckesser and seconded by Mr. Whelley and unanimously voted “to approve the August 19, 2021 Finance Committee meeting minutes as presented”.

**IV. August Financials – DCC/ASM**

**A. Reports and Communication**

- i. Mr. Fraunfelter recapped the August Financial Statement pointing out the current cash balance is at the \$850,000 mark. For the Convention Center joint account with ASM, the deposits are entered but might be adjusted once the ASM August financial report is available.
- iii. Mr. Whelley asked about the payment to KeyBank and Mr. Fraunfelter explained that was for the deposit to Eastern Tabletop catering equipment and other CFA items that are able to be processed through the purchasing card without any fees.
- iv. For the Budget versus Actual statement, Mr. Fraunfelter pointed out that the collections through August were over \$1.1 million with nearly \$300,000 being collected in August.

**MOTION:** It was then moved by Mr. Weckesser and seconded by Ms. Lofton and unanimously voted “to approve the August Finance Report as presented”.

## V. 2021 Budget Adjustments

- i. Mr. Fraunfelter explained that the budget adjustments were split between operating and capital as the committee requested at the prior meeting. Mr. Fraunfelter pointed out some of the changes in the revenue as the notes to the side of the budget are presented as well. The main adjustments in revenue are related to collecting higher lodging taxes through August for the CFA funds, as well as the City funds, so those lines are increasing. The anticipated revenue from the ASM budget is reduced as some events have postponed for various reasons and the food/beverage sales at other events were below expectations.
- ii. For the expenses, the largest increase is to bring on a capital expenditure line for costs the CFA covers out of the operating funds. There have been almost \$300,000 in expenses through August and there will be some additional expenses not paid for from bond proceeds, so we need to create a line item for that. Other changes include moving funds around in the convention center operations line item and increasing the other professional services amount for various assistance projects we implemented earlier in 2021 but did not have budgeted. Overall, the budget is being amended to the betterment of the CFA.
- iii. For the capital budget, Mr. Fraunfelter and Ms. Plageman pointed out that with the issuance of the bonds there are anticipated expenses from those proceeds during the rest of the year. The financial advisor and legal expenses have occurred whereas the others are projected. Ms. Plageman let the committee know that the other purchased services would use about \$50,000 for an updated feasibility study that is necessary as part of the master plan process. The last study was completed 6 years ago pre-pandemic.
- iv. There was discussion among the committee to evaluate some type of reserve for the next year's debt service on the bonds to help with our required coverage ratios.

**Motion:** It was then moved by Mr. Whelley and seconded by Ms. Lofton and unanimously voted "to present the 2021 budget amendment to the full Board on 10/7/21."

## VI. Other items - SICO Proposals

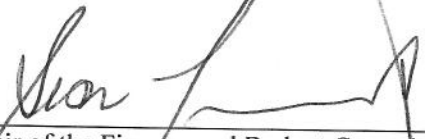
- i. Ms. Plageman and Ms. Donahoe presented two proposals from SICO regarding guard rails and steps to bring the current center stages that are used for various events (including the October President's club meeting) into compliance with the safety regulations. The one proposal presented totaled \$17,228 and the other \$26,265. Due to the timing of the October event and the October board meeting, the finance committee is asked to approve the purchase under the procurement exception policy.

**Motion:** It was then moved by Mr. Whelley and seconded by Mr. Weckesser and unanimously voted "to accept the SICO proposals for guard rails and steps". This will be ratified by the full Board on 10/7/21.

**MOTION:** It was motioned by Mr. Whelley and seconded by Mr. Weckesser, and unanimously approved to adjourn regular session at 3:20 PM

**CERTIFICATE**

The undersigned Chair of the Finance and Budget Committee of the Montgomery County Convention Facilities Authority hereby certifies that the foregoing is a true copy of the minutes of the September 16, 2021, meeting of the Board of Directors of said Convention Facilities Authority, as approved by the Board on October 21, 2021.



---

Chair of the Finance and Budget Committee  
Montgomery County Convention  
Facilities Authority