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**MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY
Executive Committee Meeting**

Tuesday, November 29, 2022 | 12:00 p.m. – 1:30 p.m.
Coco's Bistro, 250 Warren St., Dayton, OH

AGENDA

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|------|--|-------------|
| I. | Call Meeting to Order | Action |
| II. | Approve Minutes of September 27, 2022 Meeting | Action |
| III. | Radisson Closure Mitigation Plan Update | Information |
| IV. | Board Strategic Planning and Development | Information |
| | a. Review Proposed 2023 Meeting Schedule | |
| | b. Board Retreat – Education & Strategic Planning | |
| | c. Board Organizational and Meeting Document Access | |
| | d. Review Draft Mission and Vision Statements | |
| V. | Compensation and Insurance Update | Information |
| VI. | Other Business | |
| VII. | Adjournment | Action |



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**MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY
EXECUTIVE COMMITTEE**

Meeting Minutes
September 27, 2022 – 12:00 p.m.
In Person, Coco's Bistro

Members Present: Walter Reynolds, Chair, Mike Stevens, Belinda Kenley, Pam Plageman

- I. Roll Call - Ms. Reynolds called the meeting to order at 12:10 p.m. and Ms. Plageman called the roll.

- I. Board Support – Executive Director Feedback Requested by Committee
 - a. Ms. Plageman presented future items for consideration to continue to ensure the success of the Dayton Convention Center project and surrounding areas of the DCC that impact groups/visitors' decisions to choose our destination.
 - i. Revenue Sources for Consideration:
 1. Air BNB/VRBO Lodging Taxes – Pam shared that the CVB is leading an effort to research the economic impact of gaining support around collecting lodging taxes from short term rentals in Montgomery County. Jacquie Powell has recently presented to the CVB Board a report that was generated to support this effort. Jacquie shared with Pam that a committee will be formed to further this action and asked Pam to participate on the committee.
 2. Food and Beverage 1% - 2% Tax – Pam shared that in future years the MCCFA Board should consider researching a tax levy around implementing a food and beverage tax that could be allocated for public and convention facilities improvements, such as parking garages, Courthouse Square, the theatre district, among others. Competitive/like communities such as Fort Wayne, IN, Collinsville, IL, Terre Haute, IN, and many other municipalities in Indiana, Illinois, Missouri, Kentucky and Tennessee.
 3. Grants – the MCCFA continues to research any State and Federal funding opportunities to help offset the asbestos abatement costs for the DCC project that are estimated at around \$4.7 million for the entire facility. Pam, Vicki and Teri will schedule a working session for the next PDAC

application process. Pam asked the members for an assist on doing further research for grant opportunities.

4. DCC Valuation/Sponsorships and naming rights – DCC – Pam shared that the RFP draft is in progress and will be published in the near future.
5. Lease for Chamber Office Space – the MCCFA is researching a new tenant for the 7500 sq ft prime office space on the 2nd floor. ASM has moved into their new/refurbished office space and the MCCFA staff will move to the DRMA vacant space once a tenant is secured. Long range plans for the CVB office space and the 2nd floor spaces were discussed.

b. Surrounding Conditions of DCC – Improvements Desired

- i. The Oregon Parking Garage condition was discussed and noted that the City of Dayton is considering adding the Jefferson Street skywalk into their 2024 capital plans, so it matches the work on the 5th Street skywalk. Pam will send LaShea design specs when they are finalized. However, all agreed that much work needs to happen in the garage for it to be a suitable amenity that will complement the work that is happening at the DCC and the future hotel brand. Pam shared that she is working closely with the City of Dayton Public Works department on cleaning and operations feedback, and they have been very responsive in partnership with the DCC.
- ii. Courthouse Square – Pam updated the member that action led by the Chamber of Commerce to form a new committee to address the current conditions. There is a feasibility study being bid out/conducted for this purpose.
- iii. Vacant Fidelity Building – is in poor condition and a viable developer is needed to restore the building. The MCCFA would like to see a hotel brand in that facility.
- iv. Fifth Street Walking Path to Oregon District – needs revitalized.

II. DCC Project Update – Timeline

- a. Pam shared that the retro-commissioning report will be generated the week of 10/3 and then the team will dive into finalizing the scope and value engineering exercise so we can move into the design development phase of the project.
- b. An early bid package will go out in October for restroom renovations, abatement, and escalator re-modernization.

III. DCC Project Marketing/Awareness

- a. Window Clings Installed – a photo was shared with the members. Mr. Stevens inquired who the DCC used and mentioned Digital Fringe for projects as they are woman owned. Ms. Plageman shared that we are using their services for many projects already and they do great work.
- b. Wraps for Exterior/Skywalk – ARC is working on a proposal to wrap the dead electronic signage on the Fifth/Main Street side of DCC, that will promote the project, until a digital signage partner is awarded the project.

- c. Airport Video Board Exploration – Pam shared a rendering of possible advertising opportunities at the DIA. The DIA will also consider DCC website and digital boards to promote the DIA.
- d. Newsletter Quarterly Updates and Website – Pam shared with the members that we will be outsourcing social media management, newsletter, and website updates.

IV. Other Business –

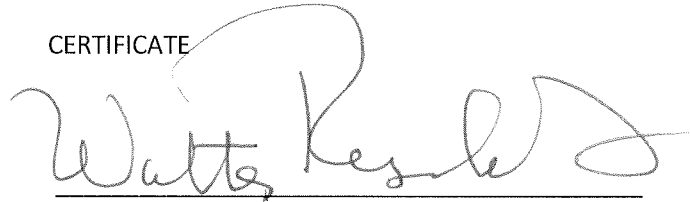
- a. Ms. Plageman shared that the Radisson Hotel will change brands and an announcement should be ready no later than November 3rd, at our next Board meeting.
- b. Mr. Stevens asked if the members can have “talking points” for updates on the DCC project so they can share while out in the community.
- c. Ms. Plageman reminded members about the upcoming UNCF Mayor’s Luncheon on 10/7.
- d. Ms. Plageman shared that the NAACP Freedom Fund Gala has booked for 10/28.

V. Next Meeting Date: November 29, 2022, 12:00 p.m., Location – Wheat Penny

VI. Adjournment

MOTION: It was then moved by Mr. Stevens, seconded by Ms. Kenley to adjourn at 1:30 p.m.

CERTIFICATE

A handwritten signature in cursive script, appearing to read "Walter Reynolds", written in black ink. The signature is positioned above a horizontal line.

Walter Reynolds, Chairperson, Executive Committee
Montgomery County Convention Facilities Authority