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**MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY
BOARD OF DIRECTORS
Regular Meeting and Retreat | February 2, 2023
Dayton Convention Center – In Person Room 208 – 3:00 p.m.**

AGENDA

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|-------|--|--------------------|
| I. | Roll Call – Call Meeting to Order | Action |
| II. | Approval of Minutes of the January 5, 2023 Regular Meeting | Action |
| III. | Reports and Communications | |
| | A. Executive Committee | |
| | i. Officer Reappointments | Action |
| | B. Fiscal Officer Report, Sean Fraunfelter, Fiscal Officer | |
| | i. December and Year-End CFA Financial Report | Action |
| IV. | Executive Session – The board will adjourn to executive session to: (1) consider the purchase of certain real and personal property for public purposes, pursuant to the authority set out at Ohio Revised Code Sections 121.22(G)(2); and (2) consider the employment or compensation of a public employee or official. Upon conclusion of the executive session, the Board will reconvene its meeting of the Board of Directors. | |
| V. | Other Business | Information/Action |
| VI. | Retreat | |
| | A. Review Mission, Vision and Values | Discussion |
| | B. Debrief from January 9, 2023 FCCFA Visit | Discussion |
| | C. “Innovation Taking Flight” Five-Year Strategic Plan Process | Discussion |
| | D. Celebrate the Organization’s Accomplishments Over the Past Three Years | |
| VII. | Next Regular Meeting Date: March 2, 2023, 4:00 p.m. - In Person Room 208 | |
| VIII. | Adjournment | Action |



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

Regular Meeting Minutes

January 5, 2023, 4:00 p.m.

Dayton Convention Center, 22 E. 5th Street, Dayton, OH | Room 208

BOARD OF DIRECTORS

PRESENT: Walter Reynolds, Chairman; Mike Stevens, Vice Chairman; Belinda Kenley, Secretary; Amy Schrimpf; Jacquelyn Powell; Tom Whelley; Paul Gruner; Michael Roediger

EXCUSED: LaShea Lofton; Jeff Gore; Michael Weckesser

GUESTS

Pam Plageman, MCCFA Executive Director
Sean Fraunfelter, MCCFA Fiscal Officer
Shannon Martin, Bricker & Eckler
Vicki Giambrone, CBD Advisors
Kelli Donahoe, General Manager, ASM Global
Teri Lemman, MCCFA Executive Assistant

I. Roll Call

Ms. Giambrone called the roll. With a quorum present, Chairman Reynolds called the meeting to order at 4:02 p.m.

II. Approval of Minutes of the December 1, 2022 Regular Meeting

Chairman Reynolds asked for comments and edits to the December 1, 2022 Regular Meeting minutes. Mr. Gruner said his name was absent from the list of Board members present for the meeting. Ms. Lemman said she will make the correction.

MOTION: It was moved by Ms. Powell, seconded by Ms. Schrimpf, and unanimously voted to approve the December 1, 2022 Regular Meeting minutes with the above noted correction.

III. Reports and Communications

A. Executive Committee

i. Board Strategic Planning and Development

a. Review Board Retreat Format

Ms. Plageman presented the draft retreat agenda and asked for feedback over the next couple weeks. Ms. Plageman and Ms. Giambrone held a meeting with a desired facilitator who is not available on February 2 but provided valuable input regarding the meeting agenda and goals. Mr. Roediger said he will forward the name of a recommended facilitator for consideration. Ms. Plageman said a draft agenda will be provided in advance. Ms. Schimpf said she will not be able to attend.

b. Board Reappointments for 2023

Ms. Giambrone informed the Board that Board member Jeff Gore's reappointment is in process with the Managers and Mayors Association, and his appointment is expected to be finalized next week. Ms. Martin informed the Board that a resolution will be presented at next month's meeting to reappoint the Board officers.

B. Operations Committee

i. Design and Development Project Outline and Updated Timeline

Ms. Schimpf said the committee met on December 20 at the Dayton Convention Center and received presentations from architects and the design team about revisions to finishes that are within budget. The committee provided input and approved moving forward with specificity sans a few possible changes to paint color.

Ms. Plageman said some of the early bid work, including restrooms and kitchen offices, will begin in February. Ms. Plageman referred the Board to the color and design finishes display board in the room. Work will begin with the first floor and third floor restrooms. The escalator work has been awarded to Kone and is below budget. The escalator work will take approximately 12 months to complete and will be phased by floor. The remaining renovation bid GMPs are expected in mid-2023. Overall, the project is on-track for budget and schedule.

Ms. Plageman presented the phased dates for construction.

C. Fiscal Officer Report, Sean Fraunfelter, Fiscal Officer

i. October DCC Financial Report

Mr. Fraunfelter said the projected year-end loss number remains the same. Budget gaps are due to cancellations and smaller events than expected. Ms. Donahoe will address additional information in her report.

ii. November CFA Financial Report

Mr. Fraunfelter referred to the CFA Financial Report. He said hotel electronic submissions have increased by 50% since April in response to a hotel outreach campaign. For transfers, through the end of November, moved over \$276K to

Ms. Donahoe led a discussion about 30/60/90-day receivables. All food and beverage should be paid up-front, although some exceptions for repeat customers have been agreed to verbally. Amounts, she said, can end up in receivables because of discrepancies. The 30/60/90-day receivable terms begin when the event closes, and ASM uses a final billing checklist. There are some carry-over clients who had different payment terms with City of Dayton that are being honored.

ii. **Updates on Hotel/Motel Tax Collections**

Ms. Plageman said the 2022 hotel collections exceeded \$3.7 million for 2022. A few hotels are delinquent and owe for October and November.

IV. **Executive Session**

Chairman Reynolds asked whether there were matters before the Board for executive session. Hearing yes, a motion was requested by Chairman Reynolds.

MOTION: It was moved by Secretary Kenley, seconded by Chairman Reynolds, and approved unanimously to adjourn to executive session for the purposes of: (1) consider the purchase of certain real and personal property for public purposes, pursuant to the authority set out at Ohio Revised Code Sections 121.22(G)(2); and (2) consider the employment or compensation of a public employee or official. Upon conclusion of the executive session, the Board will reconvene its meeting of the Board of Directors.

After a roll call vote, the Board adjourned to executive session and excused all guests except for Ms. Martin and Ms. Giambrone.

MOTION: After motion, second, and a roll call vote, the Board unanimously approved to return to open session.

V. **Other Business**

Ms. Lemman presented logistical information for the Board's visit to the Franklin County Convention Facilities Authority at the PCMA (Professional Convention Management Association) Annual Meeting in Columbus on January 9, 2023.

Chairman Reynolds distributed a copy of the Board Master Roster and requested updates. Ms. Lemman will distribute a copy of the updated Master Roster.

VI. **Next Meeting/Retreat Date**

Chairman Reynolds announced that the next Regular Board Meeting will also include a retreat following a brief Board meeting, on February 2, 2023, from 3:00 p.m. until 7:00 p.m. in Room 208 at the Dayton Convention Center.

VII. **Adjournment**

MOTION: It was moved by Ms. Schrimpf, seconded by Chairman Reynolds, and approved unanimously to adjourn.

The meeting adjourned at 5:13 p.m.

CERTIFICATE

The undersigned Secretary of the Board of Directors of the Montgomery County Convention Facilities Authority hereby certifies that the foregoing is a true copy of the minutes of the January 5, 2023 meeting of the Board of Directors of said Convention Facilities Authority, as approved by the Board on February 2, 2023.

A handwritten signature in cursive script that reads "Belinda Kenley". The signature is written in black ink and is positioned above a horizontal line.

Secretary, Board of Directors
Montgomery County Convention Facilities Authority