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MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY
BOARD OF DIRECTORS

REGULAR MEETING

Thursday, November 2, 2023
Dayton Convention Center, 22 E. Fifth St., Dayton, OH – Room 208 | 4:00 p.m.

AGENDA

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| I. | Roll Call – Call Meeting to Order | Action |
| II. | Approval of Minutes of the September 7 and October 11, 2023 Meetings | Action |
| III. | Introduction of New DCC General Manager Michael King | Information |
| IV. | Reports and Communications | |
| A. | Executive Committee | |
| i. | Update Regarding Executive Director Evaluation Process | Information |
| B. | Finance Committee | |
| i. | Review and Approve Estimated JLL Contract Extension | Action |
| ii. | Review and Approve New Point of Sale Software Lease Option | Action |
| iii. | Review and Approve Garland Exterior Painting Remedy Quote | Action |
| iv. | Review and Approve Passenger Elevator Repairs | Action |
| v. | Review and Approve Return Air Fan Repair | Action |
| C. | Governance Committee | |
| i. | Board Member Updates | Information |
| D. | Fiscal Officer Report, Sean Fraunfelter, Fiscal Officer | |
| i. | Receive and Approve August 2023 DCC/ASM Financial Report | Action |
| ii. | Receive and Approve September 2023 CFA Financial Report | Action |
| iii. | Receive DBE Report (June-September 2023) | Information |

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| E. | Executive Director Report – Pam Plageman, ED/CEO | |
| | i. Five-Year Strategic Plan-Flip Book/Published | Information |
| | ii. DCC General Manager Update | Information |
| | iii. 2023 Hotel Lodging Tax Update | Information |
| V. | Executive Session – The Board will adjourn to executive session to 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). Upon conclusion of the executive session, the Board will reconvene its meeting of the Board of Directors. | |
| VI. | Other Business | |
| VII. | Next Meeting Date & Holiday Reception: December 7, 2023, 3:00 p.m.,
Room 208 | Information |
| VIII. | Adjournment | Action |

For Additional Information, Contact TLeeman@MontgomeryCountyCFA.org | 937-535-5309



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

Regular Meeting Minutes

September 7, 2023 | 4:00 p.m.

Room 208 | Dayton Convention Center, 22 E. 5th Street, Dayton, OH 45402

BOARD OF DIRECTORS

PRESENT: Mike Stevens, Chairperson; Belinda Kenley, Vice Chairperson; Amy Schrimpf, Secretary; LaShea Lofton; Paul Gruner; Kevin Weckesser; Jeff Gore; Walter Reynolds

ABSENT: Michael Roediger; Jacquelyn Powell; Tom Whelley (all with notice)

STAFF

Pam Plageman, MCCFA Executive Director/CEO

Sean Fraunfelter, MCCFA Fiscal Officer

Vicki Giambrone, CBD Advisors

Shannon Martin, Bricker Graydon

Teri Lemman, MCCFA Executive Assistant

GUESTS

Kelli Donahoe, General Manager, Dayton Convention Center/ASM Global

Ryan Thorpe, ASM Global

I. Roll Call

Ms. Lemman called the roll. With a quorum present, Chairperson Stevens called the meeting to order at 4:08 p.m.

II. Approval of Minutes of the August 3, 2023 Regular Meeting

Chairperson Stevens asked for comments or edits to the August 3, 2023 Regular Meeting minutes. Hearing none, he called for a motion.

MOTION: It was moved by Mr. Gruner, seconded by Ms. Schrimpf, and unanimously voted to approve the August 3, 2023 Regular Meeting minutes as presented.

III. Reports and Communications

A. MCCFA Strategic Planning Task Force Sub-Committee Five-Year Strategic Plan (2024-2028)

Ms. Plageman presented the final draft of the 2024-2028 Strategic Plan. Some design and graphics will be updated. However, the content is final for the Board’s review and approval. Ms. Plageman said “Dayton Vibe” is placeholder language, and a local marketing manager may be hired to help with a new brand name. Mr. Weckesser said Initiative #4 may need a definition of what “committable rooms” means, depending on who the audience for the Strategic Plan is. Ms. Plageman said she will clarify the language with Ms. Powell.

MOTION: It was moved by Secretary Schrimpf, seconded by Vice Chairperson Kenley, and unanimously voted to approve the MCCFA Five-Year Strategic Plan.

B. Governance Committee

i. Approval of New Committee Assignments

Ms. Plageman presented the Governance Committee report. She said Mr. Whelley made several phone calls to members regarding their interest in serving on committees. The committee recommends that a Treasurer position is not needed, and rather recommends that a Board member serve as chair of the Finance Committee. Ms. Lofton has agreed to serve as Chairperson. Mr. Weckesser, a member of the Finance Committee, will resign from the Board by the end of the year. Mr. Reynolds was approached to serve on the committee, and he has expressed interest. Mr. Gore has agreed to serve on the Operations Committee, and Ms. Powell will step down from the Governance Committee.

MOTION: It was moved by Mr. Gruner, seconded by Mr. Reynolds, and unanimously approved to add Mr. Gore to the Operations Committee.

MOTION: It was moved by Mr. Gore, seconded by Ms. Lofton, and unanimously approved to add Mr. Reynolds to the Finance Committee.

MOTION: It was moved by Mr. Reynolds, seconded by Vice Chairperson Kenley, and unanimously approved to designate Ms. Lofton as Chairperson of the Finance Committee.

ii. Receive Information Regarding Upcoming Board Reappointments

Ms. Plageman announced that the terms for Mr. Gruner, Ms. Lofton, and Mr. Whelley expire on December 31, 2023. Ms. Plageman said it has been suggested that a hotelier be added, and she and Ms. Powell will meet and make recommendations to the Board. Ms. Giambrone was asked to take action with the appropriate city and county clerks to seek reappointment of the expiring terms. Ms. Giambrone reminded the Board that the city and county are not obligated to accept Board member recommendations.

iii. Receive Information for Governance Committee Role for Strategic Plan Revisions

Ms. Plageman said the Governance Committee discussed a process, and it recommends that any changes be identified and described for future Board approval.

iv. Annual Board Training by Bricker Graydon

Ms. Martin presented part two of three Ohio Ethics Law Training sessions for the MCCFA Board.

C. Fiscal Officer Report, Sean Fraunfelter, Fiscal Officer

i. Approve June 2023 DCC Financial Report

Mr. Fraunfelter presented the Dayton Convention Center financial report highlights. Event income is a little higher and Ms. Donahoe will discuss further. The -\$1.49M is \$40,000 further into the deficit than in May, due to tenant office space rental not occurring and sponsorship revenue being slower. Event income was under projection and Ms. Donahoe will discuss the causes. Event days and attendance were higher than the budgeted amounts, but the event income was under.

ii. Approve July 2023 CFA Financial Reports

Mr. Fraunfelter presented the July CFA financial report highlights. City of Dayton lodging tax contribution was approximately \$239K. Collected over \$430K in the month of July for MCCFA lodging taxes, and almost 92% in current month collections. Electronic payment percentage continues to increase with new forms to almost 84% of the total revenue. For expenses, \$32K was for quarterly insurance, and \$119K for contract services, the majority of which is related to Mills James. Moved an additional \$500K of operating revenue into STAR Ohio. Under the capital budget fund, \$1.7M includes three payments to Messer. Interest for the month of August was over \$90K. On 12/1, have a \$1.2M payment for debt service.

MOTION: It was moved by Mr. Reynolds, seconded by Mr. Weckesser, and unanimously voted to approve the June 2023 DCC and July 2023 CFA Financial Reports as presented.

D. Executive Director Report – Pam Plageman, ED/CEO

i. General Manager Transition

Ms. Plageman announced that Ms. Donahoe has accepted a new position with The Music City Center Authority in Nashville. Ms. Plageman and the Board expressed their congratulations and appreciation for her accomplishments, and Ms. Donahoe thanked the Board for its support.

Ms. Plageman said she has met with John Page regarding the transition and operational consistency. The ASM leadership team will fill the operational roles until a GM replacement is named. A candidate will be on-site next week for interviews with Ms. Powell and Chairperson Stevens.

- ii. **DCC General Manager Update**
Ms. Donahoe provided highlights regarding sales, past event highlights, construction updates, and operations/facility updates.
- iii. **2023 Hotel Lodging Tax Update**
July collections are over \$340K with 11 hotels remaining to pay. \$2.5M has been collected making it a strong collection year. Ms. Plageman and Mr. Fraunfelter updated the Board on the 2022 lodging tax audit.

IV. Executive Session

Chairperson Stevens said there were matters before the Board for Executive Session. A motion was requested by Chairperson Stevens.

MOTION: It was moved by Mr. Walters to adjourn to Executive Session to 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).

The motion was seconded by Secretary Schrimpf. After a unanimous roll call vote, the Board voted to adjourn to executive session and excused all guests.

MOTION: After motion by Mr. Reynolds, second by Ms. Lofton, and a roll call vote, the Board unanimously voted to return to open session.

V. Other Business

- i. **Receive and take action on cooler/freezer/existing floor replacement**
Ms. Plageman presented a quote to replace flooring due to mold and moisture found during the refrigeration/freezer replacement. The cost will be paid from the CFA Operating/Deferred Maintenance budget.

MOTION: To approve the flooring quote to replace flooring in the cooler/refrigeration area was made by Ms. Lofton, seconded by Mr. Walters, and approved unanimously.

- ii. **Exterior Coating**
Ms. Plageman said a solution has been identified to address the exterior coating issues on the front of the building. The coating will not adhere to the original joint caulking. Ms. Lofton expressed concern that the issue was not tested or identified initially, and asked for reassurance that the proposed solution will be without risk to the MCCFA. Ms. Plageman said the estimate will be brought to the September Finance Committee for discussion.
- iii. **Obsolete Elevator**
One of the passenger elevators is end-of-life and will be addressed in the near future.

VI. Next Meeting Date

Chairperson Stevens announced that the next Regular Board Meeting will be held on November 2, 2023, beginning at 4:00 p.m., in Room 208.

VII. Adjournment

The meeting adjourned at 6:12 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 September 7, 2023 meeting of the Board of Directors of said Convention Facilities Authority, as approved by the Board on November 2, 2023.



Amy Schrimpf, Secretary, Board of Directors
Montgomery County Convention Facilities Authority