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MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY
BOARD OF DIRECTORS

REGULAR MEETING

Thursday, March 7, 2024

Dayton Convention Center, 22 E. Fifth St., Dayton, OH – 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 February 1, 2024 Board Meeting | Action |
| III. | Reports and Communications | |
| A. | Fiscal Officer Report, Sean Fraunfelter, Fiscal Officer | |
| i. | Receive and Approve December 2023 DCC Financial Report | Action |
| ii. | Receive and Approve January 2024 CFA Financial Report | Action |
| B. | Finance Committee Report | |
| i. | Ratification of New Ice Machine | Action |
| ii. | Ratification of New Combi Oven | Action |
| iii. | Ratification of Crosswalk Improvements | Action |
| iv. | Review and Approve Oregon Garage Parking Agreement | Action |
| v. | Review and Approve Fire Protection Sprinkler System Upgrades | Action |
| C. | Executive Director Report – Pam Plageman, ED/CEO | |
| i. | DCC General Manager Update | Information |
| ii. | Hotel Lodging Tax Update | Information |
| 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). Upon conclusion of the executive session, the Board will reconvene its meeting of the Board of Directors. | |
| V. | Other Business | |
| i. | Announcement of Financial Excellence Award | Information |
| VI. | Next Meeting Date: April 4, 2024, 3:00 p.m., Room 208 | Information |
| VII. | Adjournment | Action |

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



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

Regular Meeting Minutes

February 1, 2024 | 3:00 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; Michael Roediger; Jacquelyn Powell; Walter Reynolds; LaShea Lofton; Tom Whelley

ABSENT: Paul Gruner (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

Michael King, General Manager, Dayton Convention Center/ASM Global

I. Roll Call

Ms. Lemman called the roll. With a quorum present, Chairperson Stevens called the meeting to order at 3:02 p.m.

II. Approval of Minutes of the January 4, 2024 Meeting

Chairperson Stevens asked for comments or edits to the January 4, 2024 Regular Meeting minutes. Hearing none, he called for a motion.

MOTION: It was moved by Vice Chairperson Kenley, seconded by Mr. Roediger, and unanimously voted to approve the January 4, 2024 Regular Meeting minutes as presented.

III. Reports and Communications

A. Fiscal Officer Report, Sean Fraunfelter, Fiscal Officer

i. **Review and Approve November 2023 ASM/DCC Financial Report**
Mr. Fraunfelter presented the Dayton Convention Center November 2023 financial report highlights. Forecast deficit and budget is about \$90K – almost all related to rent that has not been leased on the second floor. YTD financial highlights for attendance for budget, total attendance days and total events were positive.

ii. **Review and Approve December 2023 CFA Financial Reports**
Mr. Fraunfelter presented the December CFA financial report highlights. On operating, F&B event income is approximately \$125K. Lodging fees were just over \$4M, of which \$40K relating to the 2022 audit. Under expenditures, for event mitigation, there was a \$5K expense for Reynolds & Reynolds event draping. Under marketing, the numbers are a little higher at \$13,500, just over half of which was from the 50th anniversary celebration. In other expenses, HPD and Meyers & Associates Architects make up the entire \$22K for the hotel plaza project. There is just over \$1.8M in operating cash. At the end of December, interest for the year was just under \$1.2M in the capital fund. At the end of December, the interest rate was 5.58%. RedTree was 4.1% but those funds have rolled off to move into STAR Ohio because we are expending more funds now for construction. RedTree at end of January is up to 5.4%. Under capital expenditures, paid \$117K for the final refrigeration project and \$931K to Messer.

Mr. Whelley asked about the status of kitchen repairs and equipment. Ms. Plageman said another combi oven is needed and a new ice machine, both of which are going before the Finance Committee in February. Mr. King said additional ceiling and floor work will be needed that is not in scope, further down the road. Ms. Plageman said the dish machine will need replacement in 3-5 years.

Hearing no further discussion regarding the financials, Chairperson Stevens called for a motion.

MOTION: It was moved by Ms. Powell, seconded by Secretary Schrimpf, and unanimously voted to approve the November 2023 ASM/DCC Financial Report.

MOTION: It was moved by Mr. Reynolds, seconded by Ms. Lofton, and unanimously voted to approve the December 2023 CFA Financial Report.

iii. **Receive DBE Quarterly Report (October-December 2023)**
Mr. Fraunfelter presented the DBE quarterly report. There was discussion about the pros and cons of using the zip code range of 453-456 to determine Montgomery County spend vs. regional spend. Mr. Fraunfelter said the majority is in the 454## zip code range. Ms. Powell said the CVB primarily seeks to spend in Montgomery County but understands that the convention center has more of

a regional economic impact. Ms. Martin said some companies keep lists of local organizations and invite them to bid as a best practice. Mr. Roediger said the Dayton Art Institute requires that it be notified if a contractor subs work to an MBE business. Mr. Whelley stated that there must be consideration of quality and price, in addition to MBE qualifications. Ms. Lofton said the city uses a priority point system.

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

i. DCC General Manager Update

Mr. King presented DCC highlights. It surpassed AGI by 100%, and net operating income was favorable by \$75K. There was discussion about cancelled events and strategy around cancellation fees. Mr. King said legal action is being pursued for aged accounts payable. Mr. King then highlighted the accomplishments of the DCC Retreat + Reset event.

iii. 2023 Hotel Lodging Tax Update

Ms. Plageman provided the most recent hotel lodging tax collections. The 2024 budget goal is \$4.2M.

C. Executive Committee Report

After returning from the Executive Session to discuss the Executive Director's 2023 compensation package, Chairperson Stevens said the Board agreed that Ms. Plageman achieved 90% of her 2023 objectives, which amounts to a \$30,591 bonus, and she will receive a two percent base salary increase. These are in addition to OPERS contributions.

MOTION: It was moved by Mr. Roediger to approve the 2023 Executive Director's compensation package. Ms. Lofton seconded the motion, and hearing no further discussion, Chairperson Stevens called for a roll call vote. The roll call vote was unanimous.

Chairperson Stevens and other Board members expressed their gratitude for Ms. Plageman's work.

V. 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 Vice Chairperson Kenley 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); and (2) consider the employment or compensation of a public employee or official.

The motion was seconded by Mr. Reynolds. After a unanimous roll call vote, the Board voted to adjourn to executive session and excused all guests. Ms. Plageman and Ms. Lemman were excused from the employment/compensation discussion.

MOTION: The Board unanimously voted to return to open session.

VI. Other Business

Ms. Martin announced the state may pass legislation to conduct virtual meetings if a policy is adopted. The Board may want to consider adopting a stand-alone policy and/or revising its Bylaws.

Ms. Lofton has been reappointed to her Board position by the City of Dayton. Ms. Giambrone said the Mayors & Managers Association is working on Jeff Gore's replacement. While the city is working on Kevin Weckesser's replacement, Mr. Whelley said it is still desirable for the Board and/or Governance Committee to consider and forward recommendations. Ms. Giambrone said the city is working on a list of potential nominees.

VII. Next Meeting Date

Chairperson Stevens announced that the next Regular Board Meeting will be held on March 7, 2024, beginning at 3:00 p.m., in Room 208.

VII. Adjournment

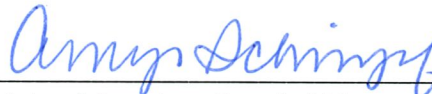
Chairperson Stevens called for a motion to adjourn.

MOTION: It was moved by Vice Chairperson Kenley, seconded by Secretary Schrimpf, and voted unanimously to adjourn.

The meeting was adjourned at 4:41 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 February 1, 2024 meeting of the Board of Directors of said Convention Facilities Authority, as approved by the Board on March 7, 2024.



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