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MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY  
BOARD OF DIRECTORS

Regular Meeting

Thursday, April 3, 2025

Dayton Convention Center, 22 E. Fifth St., Dayton, OH – Room 208 | 3:00 p.m.

AGENDA

- |      |  |             |
|------|--|-------------|
| I.   | Roll Call – Call Meeting to Order  | Action      |
| II.  | Declaration of Conflicts of Interest   | Action      |
| III. | Approval of Minutes of the March 13, 2025 Regular Board Meeting                                      | Action      |
| IV.  | Reports and Communications   |             |
|      | A. Development & Operations Committee  |             |
|      | 1. Updates regarding Micro Market, ASM early contract renewal discussions, and renovation punch list | Information |
|      | B. Finance Committee Report  |             |
|      | 1. Review and Take Action Regarding Post-Renovation Building Value/Insurance Renewal                 | Action      |
|      | 2. 2024 Auditor of State Audit Update  | Information |
|      | C. Fiscal Officer Report   |             |
|      | 1. Review and Take Action Regarding ASM/DCC January 2025 Financials                                  | Action      |
|      | 2. Review and Take Action Regarding CFA February 2025 Financials                                     | Action      |
|      | D. Executive Director Report   |             |
|      | 1. DCC General Manager Update by Michael King  | Information |
|      | 2. Hotel Lodging Tax Update  | Information |
| V.   | Convention Center Subsidy Comparisons ( <i>presentation by Don Brown</i> )                           | Information |
| VI.  | Ethics and Conflicts of Interest Training ( <i>presentation by Shannon Martin</i> )                  | Information |

- VII. Executive Session – The committee 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 Section 121.22(G)(2). Upon conclusion of the executive session, the committee will reconvene its public meeting.
  
- VIII. Other Business
  - A. Review and Take Action on Stifel Engagement – Hotel Funding Action
  
- IX. Next Meeting Date: Thursday, May 1, 2025, 3:00 p.m. Information
  
- X. Adjournment Action

For More Information, Contact Teri Lemman at [tlemman@montgomerycountycfa.org](mailto:tlemman@montgomerycountycfa.org) | 937-535-5309



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MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY  
BOARD OF DIRECTORS

Regular Meeting Minutes

Thursday, March 13, 2025 | 3:00 p.m.

Room 208 | Dayton Convention Center, 22 E. 5<sup>th</sup> Street, Dayton, OH 45402

**BOARD OF DIRECTORS**

**PRESENT:** Mike Stevens, Chairperson; Belinda Kenley, Vice Chairperson; Amy Schrimpf, Secretary; LaShea Lofton; Paul Gruner; Michael Roediger (by phone, nonvoting); Tom Whelley; Walter Reynolds

**ABSENT:** Jacquie Powell, Richard Herbst (all with notice)

**STAFF**

Pam Plageman, MCCFA Executive Director/CEO  
Sean Fraunfelter, MCCFA Fiscal Officer  
Shannon Martin, Bricker Graydon  
Vicki Giambrone, CBD Advisors  
Teri Lemman, MCCFA Executive Assistant

**GUESTS**

Debbie Fredette, The Art Company  
Michael King, ASM Global  
John Page, ASM Global

**I. Roll Call**

Ms. Lemman called the roll. With a quorum present, Chairperson Stevens called the meeting to order at 3:05 p.m.

**II. Declaration of Conflicts of Interest**

Chairperson Stevens asked the Board members to review the agenda and declare any conflicts of interest. None were provided.

**III. Approval of Minutes of the February 6, 2025 Meeting**

Chairperson Stevens asked for comments or edits to the February 6, 2025 Regular Meeting minutes. Hearing no comments or edits, Chairperson Stevens called for a motion.

**MOTION:** It was moved by Mr. Gruner, seconded by Mr. Reynolds, and unanimously voted to approve the February 6, 2025 Regular Meeting minutes as presented.

**IV. Reports and Communications**

**A. Marketing and Branding Committee**

**1. Receive Update Regarding DCC Art Acquisitions (presentation by Debbie Fredette)**

Vice Chairperson Kenley introduced art consultant Debbie Fredette with The Art Company. Ms. Fredette provided photographs, renderings, and descriptions of art pieces selected for Phases 1 and 2. Ms. Fredette also presented the proposed plan for the third-floor rotating art gallery and a preserved moss wall above the main lobby front doors. Ms. Lofton suggested attracting young artists for the rotating gallery. Ms. Giambrone suggested supporting additional local artists with future opportunities. The Board expressed its appreciation to the committee for its work.

**B. Development & Operations Committee**

**1. Review and Take Action on New Chandelier Purchase for Rooms 305 and 306**

Ms. Plageman presented samples of the replacement chandeliers for Rooms 305 and 306, totaling \$93,400. The current under-sized chandeliers will be moved to the Junior Ballroom. Ms. Lofton questioned the process for maintenance, replacement parts, and anticipated life-span. Ms. Plageman will check with LWC on those items. Mr. Whelley suggested the pieces have a QR code to showcase them as art pieces. Mr. Fraunfelter confirmed the funding is available from owner's contingency. Hearing no further discussion, Chairperson Stevens called for a motion.

**MOTION:** It was moved by Secretary Schrimpf, seconded by Mr. Whelley, and voted unanimously to approve \$93,400 from owner's contingency to purchase new chandeliers for Rooms 305 and 306.

**2. Review and Take Action to Approve Audio Visual System for Rooms 207 and 208**

Ms. Plageman and Ms. Lemman presented a proposal to equip Room 207 with a digital display, and a proposal to install a full virtual meetings system in Room 208, for a total not to exceed \$40,000. In this meeting, Ms. Martin will present a draft policy that will allow Board members to participate and

vote virtually. Hearing no further discussion, Chairperson Stevens called for a motion.

**MOTION:** It was moved by Secretary Schrimpf, seconded by Mr. Gruner, and voted unanimously to approve up to \$40,000, from interest income, to install audio visual equipment in Rooms 207 and 208.

**C. Finance Committee**

**1. Update on Accounting Software**

Based on the Finance Committee's recommendation, Mr. Fraunfelter said the CFA will migrate to QuickBooks Pro on-line accounting system to provide more user access and transparency.

**2. Update on Municipality Comparison of Convention Center Range for Subsidy Thresholds**

At the February Board meeting, the Board discussed its financial tolerance to subsidize the convention center. Ms. Plageman said consultant Don Brown will attend April's Board meeting to provide analysis of comparable venues for the Board's consideration. Ms. Lofton said this will be a fiscally responsible activity and educational opportunity as stewards of a public entity.

**D. Fiscal Officer Report, Sean Fraunfelter, Fiscal Officer**

**1. Review and Take Action Regarding December 2024 ASM/DCC Financials and ASM/DCC Year-End Review with Michael King**

Mr. Fraunfelter presented the Dayton Convention Center's December 2024 financial report highlights. Advance deposits have increased by approximately \$100,000. Mr. King said the convention center has a \$0 balance accounts receivable.

Mr. King referred to the FY 2024 financials. There were more events in 2024 but less attendance. Total income was up about 10%, with a strong Food & Beverage performance. On the expense side, about 10% higher, which includes bad-debt write-off and utilities. Hearing no further discussion, Chairperson Stevens called for a motion.

**MOTION:** It was moved by Mr. Whelley, seconded by Ms. Lofton, and unanimously voted to approve the December 2024 ASM/DCC Financial Report as presented.

Ms. Plageman announced that LCID, WDI, and AVTech cancelled their 2025 events due to current federal funding restraints, which represent about 25% of the center's event revenue. Ms. Plageman has asked Mr.



King and his staff to work on strategies to mitigate the loss, and she has written to the federal delegation for assistance. Ms. Plageman announced that the October 16 gala will be postponed, but the June 27 community open house will remain as scheduled. She will also contain other costs, such as cancelling out-of-state business travel.

**2. Review and Take Action Regarding January 2025 CFA Financials**

Mr. Fraunfelter presented the January highlights. For the Dayton tax, Courtyard [amended at 4/3/2025 Board meeting to clarify that the “Courtyard” referred to the Courtyard Marriott at UD, 2006 S. Edwin C. Moses Blvd.] was delinquent, but it will be caught with the next quarterly payment. Under Other Marketing, includes Downtown Dayton Partnership for NATO totaling \$15,000; and within the \$35,000 other are expenses for ads in trade journals by ASM for marketing. Reserves = \$2.2M. There is also \$227K remaining from the energy grant. Current Red Tree commercial paper funds mature March 20 which will be transferred to STAR Ohio. Mr. Whelley asked whether there is a change in investment strategy due to the current stock market activity. Mr. Fraunfelter said most of the investments are in STAR Ohio which invests in allowable investments under the ORC. Ms. Lofton discussed federal legislation regarding municipal tax changes which are being monitored by the City. She is pleased with the reserves being built and asks that the CFA consider diversified strategies as the reserves grow. Hearing no further discussion, Chairperson Stevens called for a motion.

**MOTION:** It was moved by Mr. Whelley, seconded by Mr. Reynolds, and unanimously voted to approve the January 2025 CFA Financial Report as presented.

**E. Executive Director Report – Pam Plageman, ED/CEO**

**1. DCC General Manager Update**

Mr. King presented the DCC highlights for event business, sales and marketing, and venue updates. Ms. Lofton asked about the center’s responsibility to inform the public and contracted events about the security camera presence. Ms. Martin will provide advice appropriate for a public entity. Ms. Lofton said security cameras can choose to opt-in to the Dayton Police Department’s system.

**2. Executive Director Report**

Ms. Plageman provided the most recent hotel lodging tax collections.

**V. Review and Take Action to Adopt a Virtual Meeting Policy**

Ms. Martin presented a draft policy based on legislation (HB 257) passed by the Ohio legislature to revise Ohio Revised Code Section 121.221 to extend virtual meeting

authority, with certain exceptions. Chairperson Stevens suggested that Board members attend in person when they can. There was general discussion about whether to adopt restrictions or expectations for in-person attendance, and the Board concluded that because it does not have a problem with attendance, it should not add language at this time. The virtual meeting link will be included on each meeting notice. Hearing no further discussion, Chairperson Stevens called for a motion.

**MOTION:** It was moved by Mr. Reynolds, seconded by Secretary Schrimpf, and unanimously voted to approve the adoption of the Virtual Meeting Policy as presented.

## VI. Executive Session

Chairperson Stevens said there are matters before the Board relating to the purchase of certain real property for public purposes. He asked for a motion to adjourn to executive session.

**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 Section 121.22(G)(2).

The motion was seconded by Secretary Schrimpf. By roll call vote, the motion was approved unanimously.

All guests were excused from the executive session. Following the executive session, Chairperson Stevens asked for a motion to return to public session.

**MOTION:** It was moved by Vice Chairperson Kenley to return to public session. The motion was seconded by Mr. Gruner. By roll call vote, the motion was approved unanimously.

## VII. Other Business

### A. Review and Take Action on Emergency Door Replacements

*Note: This item was taken before the Executive Session convened.*

Ms. Plageman said the Fire Marshal has recommended the replacement of seven exterior doors. She presented a proposal totaling \$70,095, to be paid from Messer contingency. Hearing no further discussion, Chairperson Stevens requested a motion. Ms. Plageman has authorized the replacement of two overhead doors that are within her purchasing threshold.

**MOTION:** It was moved by Mr. Whelley, seconded by Mr. Gruner, and voted unanimously to approve the purchase and installation of seven exterior doors totaling \$70,095 from Messer contingency.

**VIII. Next Meeting Date**

Chairperson Stevens announced the next meeting date is Thursday, April 3, 2025, beginning at 3:00 p.m., in Room 208.

**IX. Adjournment**

Chairperson Stevens called for a motion to adjourn.

**MOTION:** It was moved by Mr. Reynolds, seconded by Chairperson Stevens, and voted unanimously to adjourn.

The meeting was adjourned at 5:42 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 March 13, 2025 meeting of the Board of Directors of said Convention Facilities Authority, as approved by the Board on April 3, 2025.



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