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MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY
BOARD OF DIRECTORS

Executive Committee Meeting
Tuesday, May 28, 2024 | 12:00 noon – 1:30 p.m.
Dayton Convention Center, MCCFA Conference Room, 2nd Floor,
22 E. Fifth Street, Dayton, OH 45402

AGENDA

- | | | |
|-------|---|-------------|
| I. | Roll Call – Call Meeting to Order | Action |
| II. | Approval of Minutes of the March 26, 2024 and May 1, 2024 Meetings | Action |
| III. | Rename Operations Committee to Operations & Development Committee | Action |
| IV. | Executive Session – The committee will adjourn to executive session to consider the employment or compensation of a public employee or official, pursuant to the authority set out at Ohio Revised Code Sections 121.22(G)(2). Upon conclusion of the executive session, the committee will reconvene its public meeting. | |
| V. | Review and Approve Executive Director 2024 Goals | Action |
| VI. | Approve Executive Director’s Two-Year Contract Extension | Action |
| VII. | Other Business | Information |
| VIII. | Next Meeting Date: Tuesday, July 30, 2024, 12 noon | Information |
| IX. | Adjournment | Action |

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



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

EXECUTIVE COMMITTEE

Meeting Minutes
March 26, 2024 | 12:00 noon
Dayton Convention Center, MCCFA Conference Room
22 E. Fifth Street, Dayton, OH 45402

COMMITTEE MEMBERS PRESENT

Mike Stevens, Chairperson; Belinda Kenley, Vice Chairperson; Amy Schrimpf, Secretary

COMMITTEE MEMBERS ABSENT

None

STAFF

Pam Plageman, MCCFA Executive Director/CEO; Teri Lemman, MCCFA Executive Assistant

GUESTS

None

I. Call to Order

After roll call, Chairperson Stevens called the meeting to order at 12:11 p.m.

II. Approval of the January 30, 2024 Meeting Minutes

Chairperson Stevens asked members for comments or corrections to the January 30, 2024 Executive Committee meeting minutes. Hearing none, he called for a motion.

MOTION: It was moved by Secretary Schrimpf, seconded by Vice Chairperson Kenley, and unanimously voted to approve the January 30, 2024 meeting minutes as presented.

III. Rename Operations Committee to Operations & Development Committee

Ms. Plageman proposed renaming the Operations Committee to the Operations & Development Committee to have a role in the future development of CFA properties, including the proposed new hotel. This committee will serve as the review body for the proposed new hotel RFQ process. Ms. Plageman said it was discussed favorably with the Operations Committee at its last meeting, and it mirrors the Development Committee established by the Franklin County Convention Facilities

Authority. The Executive Committee is not asked to take any formal action today because Ms. Plageman is working on a committee description.

- A. **RFQ Process for Developer** – Ms. Plageman said she, Shannon Martin, and the CFA’s hotel consultants will meet with city commission leaders on April 1 for a presentation about the proposed new hotel development. With the city’s approval, the expected outcome is a public vote before the city commission. The RFQ process will occur after the public meeting vote. Secretary Schrimpf suggested that the city, county, and CFA be prepared with a news release ahead of or immediately following the city meeting. Ms. Plageman said she will initiate planning for a media release.

IV. Key-Ads Digital Signage Update

Ms. Plageman said Nick Keyes, Jr. will submit permitting plans to the city at the end of April and is expecting zoning approval by May 28. In June, the structural engineering plan will be presented to the city’s Building Department. Once those meetings have been held and the permit is approved, the digital sign will be ordered, and it will take 16 weeks to arrive. Key-Ads is working with Messer Construction on structural plans to install the sign.

V. DCC Artwork Planning

Ms. Plageman said the Marketing & Branding Committee met to discuss plans for the \$150K allocation for art from the earned interest income. LMN has identified the walls and areas. Unfortunately, Mr. Roediger’s art consultant contact is not available due to time commitments, and an art consultant needs to be secured. Ms. Plageman will discuss next steps with Mr. Fabelo, and she hopes to have a consultant secured by the end of the month. The plan is to go out for an RFP for artists by June 14, with proposals submitted by July 15. Ms. Plageman is asking the Marketing & Branding Committee to review the proposals, set tour dates, and conduct interviews by July 29. Ms. Plageman would like to award art contracts by mid-August. Acquisition and installations will be dependent upon the artists’ schedules. The committee discussed the need for local artists, in addition to reviewing the design team’s vision for flow within the building, including green spaces, metals, textures, and incorporating a theme (e.g., aviation, manufacturing, nod to local history). Contracts will include terms for maintenance, insurance, and whether pieces are for sale (potential gallery section). The committee discussed meeting earlier than the next scheduled quarterly meeting to review art consultant plans, and it agreed to meet on April 23 at 10:30 a.m.

VI. Revisions to Lodging Excise Tax Code Resolution and Regulations

Ms. Plageman said she, Sean Fraunfelter, and Teri Lemman have prepared revisions to the Lodging Excise Tax Code of Regulations, which were reviewed and approved by the Finance Committee. The Executive Committee reviewed the highlights of the presentation. The revisions will be formally presented to the Board at its April 4 meeting for discussion and approval.

VII. Onboarding of New Board Member Richard Herbst

Ms. Plageman presented the status of new Board member Richard Herbst’s appointment. He will be formally introduced and sworn in at the April 4 Board meeting. A committee assignment will be discussed in the future with Mr. Herbst by Chairperson Stevens.

VIII. Declarations of Conflict of Interest – New Procedures

Ms. Plageman highlighted the new conflict of interest procedures for Board members, as recommended by Ms. Giambone and Ms. Martin. Each Board meeting will include an agenda item

to declare potential conflicts of interest based on the agenda. Additionally, at this April Board meeting, and at every January Board meeting in the future, Board members will be asked to sign the Ethics and Conflict of Interest policy. The Executive Committee members expressed their endorsement of this new process.

IX. Executive Session

Although an Executive Session was posted for this meeting, Ms. Plageman said it is not needed.

X. Other Business

No other business was presented.

XI. Next Meeting Date

Chairperson Stevens announced the next meeting date is May 28, 2024.

XII. Adjournment

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

The meeting adjourned at 1:15 p.m.

CERTIFICATE

The undersigned Chairperson of the Executive Committee 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 26, 2024 meeting of the Executive Committee of the Board of Directors of said Convention Facilities Authority, as approved by the Executive Committee on May 28, 2024.



Mike Stevens, Chairperson, Board of Directors
Montgomery County Convention Facilities Authority