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MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY
BOARD OF DIRECTORS

Regular Meeting

Thursday, June 5, 2025

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

and Virtually by Electronic/Telephonic Means

Contact Teri Lemman tlemman@montgomerycountycfa.org | 937-535-5309 for virtual link

AGENDA

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| I. | Roll Call – Call Meeting to Order | Action |
| II. | Declaration of Conflicts of Interest | Action |
| III. | Approval of Minutes of the May 1, 2025, Regular Board Meeting | Action |
| IV. | Reports and Communications | |
| | A. Development & Operations Committee | |
| | 1. Update Regarding Concord Hotel Development | Information |
| | B. Finance Committee Report | |
| | 1. Discuss and Take Action Regarding the MCCFA Accounting Policy | Action |
| | 2. Discuss and Take Action Regarding the MCCFA Fund Balance Policy | Action |
| | 3. Discuss and Take Action Regarding MCCFA Fiscal Officer Contract | Action |
| | C. Fiscal Officer Report | |
| | 1. Review and Take Action Regarding ASM/DCC March 2025 Financials | Action |
| | 2. Review and Take Action Regarding CFA April 2025 Financials | Action |
| | 3. Receive Update Regarding the 2024 Auditor of State Audit | Information |
| | 4. Receive Update Regarding the January-April 2025 DBE Report | Information |
| | D. Executive Director Report | |
| | 1. DCC General Manager Update by Michael King | Information |
| | 2. Hotel Lodging Tax Update | Information |

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| V. | Ethics and Conflicts of Interest Training – Part 2 by Shannon Martin | Information |
| VI. | 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. | |
| VII. | Other Business | |
| | A. Receive Information Regarding June 27, 2025 Ribbon Cutting Ceremony and Community Open House | Information |
| VIII. | Next Meeting Date: Thursday, August 7, 2025, 3:00 p.m. | Information |
| IX. | Adjournment | Action |

For More Information, Contact Teri Lemman at tlemman@montgomerycountycfa.org | 937-535-5309



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MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY
BOARD OF DIRECTORS

Regular Meeting Minutes

Thursday, May 1, 2025 | 3:00 p.m.
Room 208 | Dayton Convention Center, 22 E. 5th Street, Dayton, OH 45402 and
Virtually by Electronic/Telephonic Means

BOARD OF DIRECTORS

PRESENT: Mike Stevens, Chairperson; Amy Schrimpf, Secretary; LaShea Lofton; Paul Gruner; Walter Reynolds; Jacquelyn Powell; Tom Whelley; Michael Roediger (*note: Mr. Roediger left the meeting at 3:45 p.m.*)

ABSENT: Belinda Kenley, Vice Chairperson; 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

Christina Combs, ASM Global/Dayton Convention Center, Director of Sales
Michael King, ASK Global/Dayton Convention Center, General Manager

I. Roll Call

Ms. Lemman called the roll. With a quorum present, Chairperson Stevens called the meeting to order at 3:06 p.m. Chairperson Stevens made the following announcements:

- He expressed gratitude to members of the Board of Directors for their efforts to support the May 22-26, 2025, Spring NATO Parliamentary Assembly. Ms. Giambrone suggested that the Board also express its thanks to the state delegation for assisting with state funding.

- He reminded the Board that the legislation to allow virtual voting on most issues was effective on April 9, 2025, and meetings will be conducted in compliance with the law and the recently adopted Virtual Meetings Policy.

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 April 3, 2025, Meeting

Chairperson Stevens asked for comments or edits to the April 3, 2025, Regular Meeting minutes. Hearing no comments or edits, Chairperson Stevens called for a motion.

MOTION: It was moved by Mr. Reynolds, and seconded by Ms. Lofton, to approve the April 3, 2025, Regular Meeting minutes by unanimous consent. Hearing no objections, the motion was approved by unanimous consent.

IV. Reports and Communications

A. Development & Operations Committee

1. Update Regarding Conversion of Sales Suite to Micro Market

Secretary Schrimpf said the Development & Operations Committee met on April 28. Moda4 and ASM continue to work on the design with equipment dimensions. Per Mr. King, it will cost \$1,500 for Trimark to add the equipment dimensions to the floorplan, which will be paid by ASM. The initial plan was to finalize the floorplan and budget for presentation at the May 2025 Board of Directors meeting. However, a planning meeting had to be rescheduled and action is anticipated for the June 2025 Board meeting. Secretary Schrimpf reminded the committee that \$250,000 has been set aside in the CFA budget, and ASM will contribute \$250,000 upon early contract renewal. Ms. Plageman said the ASM early contract renewal proposal will be provided to the Board at its June meeting. Mr. King said that revenue projections will be refined.

2. Update Regarding Renovation Project Schedule

Ms. Plageman provided the following update: The project is approximately 95% complete. Signage is 75% complete and expected to be completed in late-May; the Presidents' Leadership Wall has been moved to Sinclair Community College, and the wall is receiving a new wall covering, in addition to a furniture package; the new chandeliers for 305-306 are in fabrication, and another 8-10 weeks is needed for finishing, shipment, and installation; and installation of the Hall B electrical and supports for the new clouds and lights are in progress, with estimated completion by May 27. ASM's Ryan Thorpe said the east passenger elevator renovation is in its final stages, with a completion date estimated for mid-May. The delay is due to door fittings not aligning and Kone is making modifications on site. Ms. Plageman said Kone will be on site this week to evaluate the scope for modernization of the west

passenger elevator. She said the exterior digital marquee's panels to cover the former sign are in fabrication.

B. Marketing & Branding Committee

1. Receive Information and Approve Budget for June 27 Ribbon Cutting and Community Open House

Ms. Plageman said an in-house planning committee has been meeting for the past several months to plan the June 27 ribbon cutting and community open house events. Details of the event and budget were presented to the Marketing & Branding Committee at its recent meeting. The ribbon cutting ceremony, co-organized with the Dayton Area Chamber of Commerce, will take place from 3:00-4:00 p.m. on the outdoor plaza with remarks by key stakeholders. At 4:00, the convention center will host a free open house with many family-friendly activities, music, small bites, and tours. Ms. Plageman reviewed the budget with the Board and highlighted the sponsorships. In particular, Ms. Plageman recognized Ms. Powell for Destination Dayton's generous \$5,000 contribution, which will reduce the \$25,840 estimated budget. Ms. Plageman asked for discussion. Ms. Lofton suggested that hoteliers be invited and potentially have someone speak on their behalf. Ms. Plageman and Ms. Powell said they can include the hotel recognition in their comments. Other ideas included speaking to hoteliers and local government leaders, in partnership with Destination Dayton. Ms. Plageman will work to schedule the presentations.

MOTION: It was moved by Secretary Schrimpf, and seconded by Mr. Reynolds, to approve the \$25,840 June 27, 2025, ribbon cutting and community open house budget by unanimous consent. Hearing no objections, the motion was approved by unanimous consent.

C. Finance Committee

1. Update Regarding Post-Renovation Building Value/Insurance Renewal and Flood Insurance

Mr. Fraunfelter said there was no Finance Committee meeting in April.

Following last month's discussion, Mr. Fraunfelter contacted Bill Uhl regarding the flood coverage, which has been reduced. The insurance policy was executed and ended up bringing the total cost down, but we have insurance at the new building value and other items as discussed.

2. 2024 Auditor of State Update

Mr. Fraunfelter said the annual report has been completed and is under review internally. The internal control testing has been completed. Board members completed the fraud questionnaire. Chairperson Stevens asked if there is any early indication of recommended changes. Mr. Fraunfelter said there are a couple areas that will be presented to the Finance Committee, such as an employee handbook and a leave policy.

D. Fiscal Officer Report, Sean Fraunfelter, Fiscal Officer

1. Review and Take Action Regarding February 2025 ASM/DCC Financials

Mr. King presented the Dayton Convention Center's March 2025 financial report highlights. For February, Mr. Fraunfelter said the YTD was \$4,000 between budget and actual, now it is \$14,000, but when compared to the previous year were about \$67,000 better YTD, and now it is about \$107,000 due mostly to salary savings. Hearing no further discussion, Chairperson Stevens called for a motion.

MOTION: It was moved by Mr. Reynolds, and seconded by Mr. Whelley, to approve the February 2025 ASM/DCC Financial Report as presented with unanimous consent. Hearing no objections, the motion was approved by unanimous consent.

2. Review and Take Action Regarding March 2025 CFA Financials

Mr. Fraunfelter presented the March highlights. Had event income reported on a cash basis of \$210,000 along with the audio/visual revenue of \$88,000. Overall, the revenues from 2024 to 2025 are only about \$170 difference despite variance in the lodging tax from prior year receivable amounts. Under expenditures year to year, in the convention center section, about \$168,000 is a \$187,000 difference. ASM did well with their incentive marketing. Operating fund over \$1.9 million.

As construction is winding down, the highlighted expenses from interest earnings include the chandelier cost reimbursed to LWC. Still have \$4.6 million in fund that has been allocated. City's ground lease payment is due today and debt service payment for interest only on bonds due at the end of the month. Hearing no further discussion, Chairperson Stevens called for a motion.

MOTION: It was moved by Secretary Schrimpf, and seconded by Ms. Lofton, to approve the March 2025 CFA Financial Report as presented by unanimous consent. Hearing no objections, the motion was approved by unanimous consent.

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

1. DCC General Manager Update

Ms. Combs and Mr. King presented the DCC highlights for event business, sales and marketing, and venue updates. Ms. Powell acknowledged the ASM team for its outstanding job with food and service at a recent Destination Dayton event, and she announced that Destination Dayton has booked its annual November event at the DCC. Mr. King presented the survey results for Q1 2025. Chairperson Stevens asked whether the metrics are promoted, and

Mr. King said he will talk with the Insights team about the best platform to share this data. Ms. Powell asked that it be included in the newsletter, and Ms. Plageman asked Mr. King to explore the best practices used by ASM.

2. Executive Director Report

Ms. Plageman provided the most recent hotel lodging tax collections. The Hotel Ardent is open, the Hilton Garden Inn will open in June, and Dayton Vitality will open in May. Ms. Plageman will follow-up on whether the Dayton Vitality hotel is ready to pre-show rooms for potential future conferences.

3. Take Action to Approve Change Order for Audio/Visual Equipment in Rooms 207-208

At its March meeting, Ms. Lemman reminded the Board that it approved up to \$40,000 for audio/visual solutions in Rooms 207-208. It was discovered that felt backboards are needed to mount the three displays. While the construction costs were reduced, the additional \$2,112 pushed the estimated project total to approximately \$40,543. Out of an abundance of caution, Ms. Lemman asked the Board to approve the estimated additional cost above \$40,000. Mr. Gruner suggested that the Board approve up to \$42,000. Hearing no questions or discussion, Chairperson Stevens called for a motion.

MOTION: It was moved by Ms. Lofton, and seconded by Mr. Reynolds, to approve by unanimous consent, up to \$42,000 for the installation of the audio/visual equipment in Rooms 207-208.

V. 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 Secretary Schrimpf 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 Mr. Reynolds. 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 Secretary Schrimpf to return to public session. The motion was seconded by Ms. Lofton. By roll call vote, the motion was approved unanimously.

VI. Other Business

No other business was presented.

VII. Next Meeting Date

Chairperson Stevens announced the next meeting date is Thursday, June 5, 2025, beginning at 3:00 p.m., in Room 208, and he reminded the Board there is no Board meeting in July.

VIII. Adjournment

Chairperson Stevens called for a motion to adjourn.

MOTION: It was moved by Mr. Reynolds, and seconded by Mr. Gruner, to approve adjournment by unanimous consent. The motion was approved unanimously.

The meeting was adjourned at 4:36 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 May 1, 2025, meeting of the Board of Directors of said Convention Facilities Authority, as approved by the Board on June 5, 2025.

A handwritten signature in cursive script, reading "Amy Schrimpf", is written over a horizontal line.

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