

AGENDA
Irving Convention and Visitors Bureau Board of Directors
Executive Committee
Friday, April 27, 2018 at 9:00 AM
Irving Convention Center, First Floor Board Room
500 W. Las Colinas Blvd.
Irving, Texas 75039

NOTE: A possible quorum of the Irving Convention and Visitors Bureau Board of Directors may be present at this committee meeting.

1. Accepting the Irving Convention Center Financial Reports for March 2018
2. Accepting the ICVB Financial Reports for March 2018
3. Chairman / Executive Director Reports
 - a. Update Destination NEXT Survey
 - b. Update of Board Strategic Planning Retreat – June 21-22, 2018
 - c. Approving March 23, 2018 Minutes
 - d. Review of April 30, 2018 Board meeting agenda
4. Next meeting – Friday, May 18, 2018

CERTIFICATION

I, the undersigned authority, do hereby certify that this notice of meeting was posted on the kiosk at City Hall of the City of Irving, Texas, a place readily accessible to the general public at all times, and said notice was posted by the following date and time:

_____ at _____ and remained so posted at least 72 hours before said meeting convened.

Deputy Clerk, City Secretary's Office

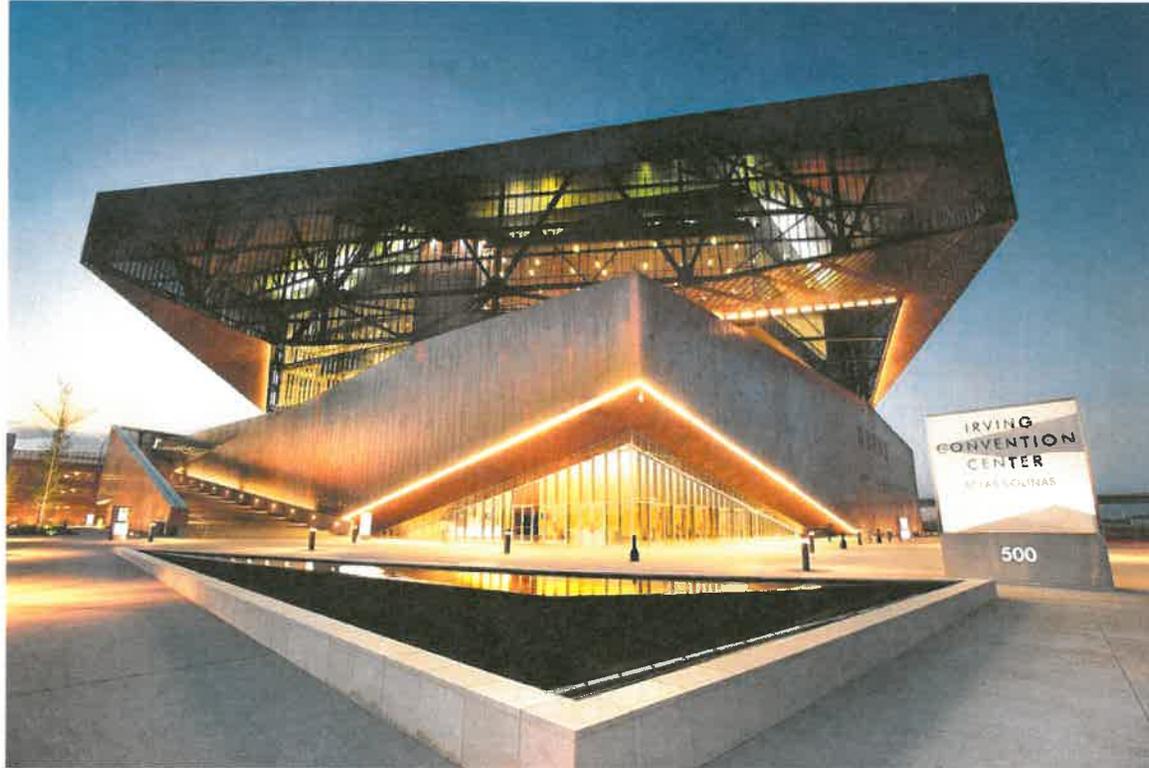
This meeting can be adjourned and reconvened, if necessary, the following regular business day.

Any item on this posted agenda could be discussed in executive session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and section 551.087 of the Texas government code.

This facility is physically accessible and parking spaces for the disabled are available. Accommodations for people with disabilities are available upon request. Requests for accommodations must be made 48 hours prior to the meeting. Contact the City Secretary's Office at 972-721-2493 or Relay Texas at 7-1-1 or 1-800-735-2988.



IRVING CONVENTION CENTER
AT LAS COLINAS



Date Distributed: April 16, 2018

Monthly Financial Summary

For Period Ending March 31, 2018

IRVING CONVENTION CENTER
Monthly Financial Reports
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Period Ending
March 31, 2018

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	October	November	December	January	February	March	April	May	June	July	August	September	Total
Event Income													
Direct Event Income													
Rental Income	117,100	35,954	39,927	105,725	86,890	155,975	145,000	130,000	20,000	85,000	115,500	98,000	1,135,071
Service Income	43,471	23,129	46,456	10,029	60,981	104,848	30,288	38,066	29,066	35,066	39,066	58,522	518,986
Service Expenses	(66,060)	(48,030)	(49,564)	(58,278)	(99,378)	(139,154)	(57,452)	(38,975)	(47,475)	(41,225)	(52,885)	(69,980)	(768,455)
Total Direct Event Income	94,511	11,053	36,819	57,476	48,493	121,669	117,836	129,091	1,591	78,841	101,681	86,542	885,602
Ancillary Income													
F & B Concessions	29,160	6,220	5,350	12,588	7,039	35,895	13,750	13,000	8,500	7,500	12,500	14,000	165,503
F & B Catering	326,765	289,373	461,572	275,097	361,456	217,908	201,000	396,375	261,000	119,250	132,000	270,450	3,312,245
Parking: Self Parking	32,197	4,910	(5,280)	24,287	22,250	44,897	10,860	21,600	18,800	5,200	6,800	6,000	192,522
Electrical Services	9,865	12,261	5,800	23,227	21,715	22,195	8,500	6,055	5,500	700	6,350	13,800	135,967
Audio Visual	(90)	(1,331)	(117)	(0)	33	(2,103)	-	-	-	-	-	-	(3,608)
Internet Services	580	3,350	-	1,050	405	5,310	3,000	1,500	1,250	900	780	950	19,075
Total Ancillary Income	398,477	314,783	467,325	336,249	412,898	324,102	237,110	438,530	295,050	133,550	158,430	305,200	3,821,703
Total Event Income	492,988	325,836	504,144	393,725	461,391	445,771	354,946	567,621	296,641	212,391	260,111	391,742	4,707,306
Other Operating Income	130,093	64,477	25,394	52,536	45,837	82,058	37,056	45,200	37,056	41,000	39,200	33,063	632,969
ICVB Operating Subsidy				348,000		350,000			348,750			348,250	1,395,000
Adjusted Gross Income	623,081	390,313	529,538	794,260	507,228	877,828	392,002	612,821	682,447	253,391	299,311	773,055	6,735,275
Operating Expenses													
Employee Salaries and Wages	202,542	161,560	251,329	202,263	189,429	191,145	207,414	207,410	207,410	207,410	207,410	207,410	2,442,732
Benefits	55,111	(12,565)	65,173	62,849	54,030	62,802	60,028	63,199	64,044	64,044	64,044	64,044	666,804
Less: Event Labor Allocations	(33,730)	(27,044)	(24,368)	(32,171)	(34,182)	(34,851)	(35,887)	(35,887)	(35,887)	(35,887)	(35,887)	(35,887)	(401,669)
Net Employee Wages and Benefits	223,923	121,951	292,134	232,940	209,277	219,096	231,555	234,722	235,567	235,567	235,567	235,567	2,707,867
Contracted Services	95,696	69,337	59,442	58,844	66,482	58,325	43,539	43,539	43,539	43,539	43,539	43,539	669,361
General and Administrative	85,386	62,214	31,815	55,129	59,562	76,670	39,160	39,160	39,160	39,160	39,160	39,160	605,736
Operations	46,466	38,029	49,515	49,985	36,347	67,056	40,125	40,125	40,125	40,125	40,125	40,125	528,148
Repair & Maintenance	64,590	64,407	42,606	34,412	54,214	54,719	44,856	44,856	44,856	44,856	44,856	44,856	584,084
Supplies	34,869	15,124	8,277	23,982	10,218	34,195	15,449	15,449	15,449	15,449	15,449	15,449	219,359
Insurance	5,266	5,538	6,635	4,726	5,538	5,388	8,333	8,333	8,333	8,333	8,333	8,333	83,089
Utilities	44,174	56,170	34,558	43,923	57,817	45,763	46,666	46,666	46,666	46,666	46,666	46,666	562,402
SMG Management Fee	12,899	12,899	12,899	12,899	12,899	12,899	12,899	12,899	12,899	12,899	12,899	12,899	154,788
SMG F&B Incentive Fee	33,224	12,769	38,991	29,601	34,013	32,229	15,000	15,000	15,000	15,000	15,000	14,173	270,000
Total Operating Expenses	646,493	458,438	576,872	546,442	546,367	606,340	497,582	500,749	501,594	501,594	501,594	500,767	6,384,833
Net Income (Loss) From Operations	(23,412)	(68,125)	(47,334)	247,818	(39,139)	271,489	(105,580)	112,072	180,853	(248,203)	(202,283)	272,288	350,441
Other Income (Expenses)	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Income After Other Income (Expenses)	(23,412)	(68,125)	(47,334)	247,818	(39,139)	271,489	(105,580)	112,072	180,853	(248,203)	(202,283)	272,288	350,441

Budget Forecast Comparison by Month

2018	47,856	494,666	472,986	314,913	336,267	350,441	-	-	-	-	-	-	-
2017	(990,976)	(850,624)	(812,492)	(808,222)	(760,116)	(621,850)	(538,064)	(102,394)	(16,789)	273	79,067	315,251	-

IRVING CONVENTION CENTER/SMG
 Financial Statements Monthly Highlights
 For the Month Ending March 31, 2018

	Current Actual	Current Budget	Variance	Prior Year Actual
Attendance	21,925	19,600	2,325	29,582
Events	21	23	(2)	16
Event Days	34	33	1	31
Direct Event Income	121,669	93,849	27,820	103,655
Ancillary Income	324,102	316,068	8,034	276,412
Total Event Income	445,771	409,917	35,854	380,067
Other Operating Income	82,058	32,000	50,058	15,031
Adjusted Gross Income	527,829	441,917	85,912	395,098
Indirect Expenses	(606,340)	(512,732)	(93,608)	(489,261)
Net Income (Loss) From Operations	(78,511)	(70,815)	(7,696)	(94,163)

IRVING CONVENTION CENTER/SMG
 Financial Statements Year to Date Highlights
 For the Six Months Ending March 31, 2018

	Year to Date Actual	Year to Date Budget	Variance	Prior YTD Actual
Attendance	108,245	130,012	(21,767)	103,351
Events	132	159	(27)	117
Event Days	195	208	(13)	172
Direct Event Income	370,022	430,436	(60,414)	294,071
Ancillary Income	2,253,835	1,547,635	706,200	1,909,462
Total Event Income	2,623,857	1,978,071	645,786	2,203,533
Other Operating Income	400,393	284,514	115,879	182,860
Adjusted Gross Income	3,024,250	2,262,585	761,665	2,386,393
Indirect Expenses	(3,380,951)	(3,076,397)	(304,554)	(2,962,865)
Net Income (Loss) From Operations	(356,701)	(813,812)	457,111	(576,472)

IRVING CONVENTION CENTER/SMG

Balance Sheet

March 31, 2018

ASSETS

Current Assets

Cash	\$	1,478,016
Accounts Receivable		598,398
Prepaid Assets		15,407
Inventory		48,567

Total Current Assets 2,140,388

Total Assets \$ 2,140,388

LIABILITIES AND EQUITY

Current Liabilities

Accounts Payable	\$	492,832
Accrued Expenses		272,332
Deferred Income		0
Advance Ticket Sales/Deposits		1,034,932
Other Current Liabilities		0

Total Current Liabilities 1,800,096

Long-Term Liabilities

Long Term Liabilites		0
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Total Long-Term Liabilities 0

Total Liabilities 1,800,096

Equity

Net Funds Received		9,721,919
Retained Earnings		(9,024,926)
Net Income (Loss)		(356,701)

Total Equity 340,292

Total Liabilities & Equity \$ 2,140,388

IRVING CONVENTION CENTER/SMG
Income Statement
For the Six Months Ending March 31, 2018

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
EVENT INCOME							
Direct Event Income							
Rental Income	155,975	120,000	35,975	541,571	532,000	9,571	431,861
Service Revenue	104,848	36,432	68,416	288,913	251,567	37,346	256,576
Service Expenses	(139,154)	(62,583)	(76,571)	(460,462)	(353,131)	(107,331)	(394,366)
Total Direct Event Inco	121,669	93,849	27,820	370,022	430,436	(60,414)	294,071
Ancillary Income							
F & B Concessions	35,895	29,300	6,595	96,257	132,993	(36,736)	80,750
F & B Catering	217,908	232,499	(14,591)	1,932,171	1,227,939	704,232	1,653,008
Parking	44,897	21,449	23,448	123,258	107,526	15,732	104,920
Electrical Services	22,195	32,070	(9,875)	95,063	72,450	22,613	69,449
Audio Visual	(2,103)	0	(2,103)	(3,609)	2	(3,611)	(970)
Internet Services	5,310	750	4,560	10,695	6,725	3,970	2,305
Total Ancillary Income	324,102	316,068	8,034	2,253,835	1,547,635	706,200	1,909,462
Total Event Income	445,771	409,917	35,854	2,623,857	1,978,071	645,786	2,203,533
OTHER OPERATING INCOME							
Advertising	12,000	0	12,000	12,000	0	12,000	0
Other Income	70,058	32,000	38,058	388,393	284,514	103,879	182,860
Total Other Operating In	82,058	32,000	50,058	400,393	284,514	115,879	182,860
Adjusted Gross Income	527,829	441,917	85,912	3,024,250	2,262,585	761,665	2,386,393
INDIRECT EXPENSES							
Salaries & Wages	191,145	213,307	22,162	1,198,271	1,279,840	81,569	1,196,822
Payroll Taxes & Benefit	62,802	64,806	2,004	287,398	388,841	101,443	325,877
Labor Allocations to Ev	(34,851)	(51,902)	(17,051)	(186,347)	(311,414)	(125,067)	(241,324)
Net Salaries and Benefit	219,096	226,211	7,115	1,299,322	1,357,267	57,945	1,281,375
Contracted Services	58,325	41,697	(16,628)	408,124	250,182	(157,942)	259,893
General and Administrat	76,670	50,487	(26,183)	370,776	302,922	(67,854)	331,204
Operating	67,056	41,604	(25,452)	287,400	249,624	(37,776)	312,950
Repairs & Maintenance	54,719	41,327	(13,392)	314,948	247,962	(66,986)	224,525
Operational Supplies	34,195	20,712	(13,483)	126,666	124,272	(2,394)	29,083
Insurance	5,388	8,333	2,945	33,091	49,998	16,907	61,436

IRVING CONVENTION CENTER/SMG
Income Statement
For the Six Months Ending March 31, 2018

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
Utilities	45,763	46,966	1,203	282,403	281,800	(603)	252,056
SMG Management Fees	45,128	35,395	(9,733)	258,221	212,370	(45,851)	210,343
Total Indirect Expenses	606,340	512,732	(93,608)	3,380,951	3,076,397	(304,554)	2,962,865
Net Income (Loss)	(78,511)	(70,815)	(7,696)	(356,701)	(813,812)	457,111	(576,472)

IRVING CONVENTION CENTER/SMG
 Monthly Event Income Statement: Banquets
 For the Six Months Ending March 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	1,480	690	15,573	15,324
Events	4	3	29	29
Event Days	4	3	30	29
Direct Event Income				
Rental Income	1,500	1,145	20,287	26,445
Service Revenue	2,261	0	44,983	42,665
Service Expenses	(4,619)	(3,845)	(60,399)	(49,822)
Total Direct Event Income	<u>(858)</u>	<u>(2,700)</u>	<u>4,871</u>	<u>19,288</u>
Ancillary Income				
F & B Concessions	(86)	0	(686)	0
F & B Catering	37,014	0	609,874	0
Parking	3,141	(48)	(559)	6,760
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	4,045	3,290
Audio Visual	0	0	(22)	0
Internet Services	0	0	0	0
Total Ancillary Income	<u>40,069</u>	<u>(48)</u>	<u>612,652</u>	<u>10,050</u>
Total Event Income	<u>39,211</u>	<u>(2,748)</u>	<u>617,523</u>	<u>29,338</u>

IRVING CONVENTION CENTER/SMG
Monthly Event Income Statement: Consumer / Public Shows
For the Six Months Ending March 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	10,595	4,121	38,217	58,026
Events	3	2	13	20
Event Days	13	5	35	40
Direct Event Income				
Rental Income	103,100	26,400	245,875	176,450
Service Revenue	38,369	4,475	83,580	104,019
Service Expenses	(56,748)	(15,849)	(143,420)	(175,775)
Total Direct Event Income	<u>84,721</u>	<u>15,026</u>	<u>186,035</u>	<u>104,694</u>
Ancillary Income				
F & B Concessions	25,651	0	65,672	0
F & B Catering	31,912	0	89,659	0
Parking	32,003	8,740	74,584	85,656
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	12,930	1,450	35,417	20,058
Audio Visual	(2,183)	0	(2,184)	(220)
Internet Services	810	350	1,510	1,023
Total Ancillary Income	<u>101,123</u>	<u>10,540</u>	<u>264,658</u>	<u>106,517</u>
Total Event Income	<u>185,844</u>	<u>25,566</u>	<u>450,693</u>	<u>211,211</u>

IRVING CONVENTION CENTER/SMG
 Monthly Event Income Statement: Conventions
 For the Six Months Ending March 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	6,000	9,064	13,140	9,064
Events	1	4	4	4
Event Days	2	9	7	9
Direct Event Income				
Rental Income	25,000	91,000	51,305	91,000
Service Revenue	11,898	41,828	38,184	41,828
Service Expenses	(16,989)	(46,224)	(48,496)	(46,224)
Total Direct Event Income	<u>19,909</u>	<u>86,604</u>	<u>40,993</u>	<u>86,604</u>
Ancillary Income				
F & B Concessions	7,261	0	10,082	0
F & B Catering	11,081	0	110,011	0
Parking	8,467	8,270	11,181	8,270
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	2,850	28,080	4,650	28,080
Audio Visual	0	0	0	0
Internet Services	450	700	405	700
Total Ancillary Income	<u>30,109</u>	<u>37,050</u>	<u>136,329</u>	<u>37,050</u>
Total Event Income	<u>50,018</u>	<u>123,654</u>	<u>177,322</u>	<u>123,654</u>

IRVING CONVENTION CENTER/SMG
Monthly Event Income Statement: Meetings
For the Six Months Ending March 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	2,942	3,940	24,355	26,528
Events	11	8	65	64
Event Days	13	9	92	82
Direct Event Income				
Rental Income	26,375	22,100	109,590	71,950
Service Revenue	3,929	750	35,491	45,219
Service Expenses	(11,879)	(5,861)	(95,494)	(94,825)
Total Direct Event Income	<u>18,425</u>	<u>16,989</u>	<u>49,587</u>	<u>22,344</u>
Ancillary Income				
F & B Concessions	1,920	0	3,227	0
F & B Catering	65,800	0	969,670	0
Parking	1,700	1,075	16,995	19,035
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	900	1,590	35,506	29,842
Audio Visual	80	720	(7)	4,055
Internet Services	700	(650)	5,080	3,490
Total Ancillary Income	<u>71,100</u>	<u>2,735</u>	<u>1,030,471</u>	<u>56,422</u>
Total Event Income	<u>89,525</u>	<u>19,724</u>	<u>1,080,058</u>	<u>78,766</u>

IRVING CONVENTION CENTER/SMG
 Monthly Event Income Statement: Trade Shows
 For the Six Months Ending March 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	870	200	2,220	5,245
Events	1	1	4	7
Event Days	1	1	5	9
Direct Event Income				
Rental Income	0	0	15,875	28,675
Service Revenue	48,391	1,375	70,318	28,974
Service Expenses	(48,800)	(2,368)	(74,087)	(9,306)
Total Direct Event Income	<u>(409)</u>	<u>(993)</u>	<u>12,106</u>	<u>48,343</u>
Ancillary Income				
F & B Concessions	1,625	0	923	0
F & B Catering	71,843	0	107,259	0
Parking	(414)	0	521	1,636
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	5,515	3,880	8,545	41,810
Audio Visual	0	0	0	424
Internet Services	3,350	350	3,350	2,300
Total Ancillary Income	<u>81,919</u>	<u>4,230</u>	<u>120,598</u>	<u>46,170</u>
Total Event Income	<u>81,510</u>	<u>3,237</u>	<u>132,704</u>	<u>94,513</u>

IRVING CONVENTION CENTER/SMG
 Monthly Event Income Statement: ICVB
 For the Six Months Ending March 31, 2018

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	38	85	520	954
Events	1	4	9	22
Event Days	1	4	9	22
Direct Event Income				
Rental Income	0	(24,068)	0	(31,985)
Service Revenue	0	(13,246)	418	(23,931)
Service Expenses	(119)	15,897	(1,590)	59,103
Total Direct Event Income	(119)	(21,417)	(1,172)	3,187
Ancillary Income				
F & B Concessions	0	29,300	0	132,992
F & B Catering	555	232,499	8,214	1,227,939
Parking	0	1,147	0	(31,287)
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	(2,930)	0	(51,580)
Audio Visual	0	0	0	(3,537)
Internet Services	0	0	0	(789)
Total Ancillary Income	555	260,016	8,214	1,273,738
Total Event Income	436	238,599	7,042	1,276,925



ICVB
FINANCIAL STATEMENTS

For Period Ending: March 31, 2018

IRVING CONVENTION AND VISITORS BUREAU
GENERAL FUND
BALANCE SHEET
MARCH 31, 2018

ASSETS

Cash	546
Petty Cash	250
Investments	2,103,000
Accounts Receivable	<u>12,486</u>
Total Assets	<u><u>2,116,282</u></u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts Payable	15,044
Accrued Wages and Benefits	38,308
Due to City of Irving General Fund	<u>877</u>
	<u>54,229</u>

FUND BALANCE

Reserved for Encumbrances	1,378,998
Unreserved	<u>683,055</u>
Total Fund Balance	<u>2,062,053</u>
 Total Liabilities and Fund Balance	 <u><u>2,116,282</u></u>

Notes:

Reserved for Encumbrances:

Business Development Incentive Program - 466,954
Connect (Sales Sponsorship Pkg) - 27,000
Destination Analysts - 70,000
Maloney Strategic Communications - 109,514
Media Advertising - 422,226
Performance-Solutions Group - 26,500
Simpleview - 138,002
SMG/Technology Support - 39,499
Tucker & Associates - 28,668
Miscellaneous - 50,635

IRVING CONVENTION AND VISITORS BUREAU
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE SIX MONTH PERIOD ENDING MARCH 31, 2018

	----- Budget -----		----- Actual -----			Unencumbered Available Budget	Percent Collected/ Expended	Prior Year to Date Actual
	Adopted	Adjusted	Current Month	Year-to-Date	Encumbrances			
<u>REVENUES AND TRANSFERS IN:</u>								
REVENUES:								
Hotel/Motel Taxes:								
Current Year	8,485,907	8,485,907	0	1,928,422	0	6,557,485	22.72%	1,888,795
Penalties and Interest	0	0	0	4,051	0	(4,051)	0.00%	5,883
Prior Years	0	0	0	0	0	0	0.00%	58,624
Interest	17,000	17,000	2,568	10,107	0	6,893	59.45%	7,180
State of Texas Events Trust Fund	50,000	50,000	0	9,622	0	40,378	19.24%	0
Miscellaneous	5,000	5,000	12,486	15,443	0	(10,443)	308.86%	6,632
Total Revenues	<u>8,557,907</u>	<u>8,557,907</u>	<u>15,054</u>	<u>1,967,645</u>	<u>0</u>	<u>6,590,262</u>	<u>22.99%</u>	<u>1,967,114</u>
TOTAL REVENUES AND TRANSFERS IN	<u>8,557,907</u>	<u>8,557,907</u>	<u>15,054</u>	<u>1,967,645</u>	<u>0</u>	<u>6,590,262</u>	<u>22.99%</u>	<u>1,967,114</u>
<u>EXPENDITURES AND TRANSFERS OUT:</u>								
EXPENDITURES:								
Salaries	2,106,626	2,106,626	226,121	933,940	0	1,172,686	44.33%	880,450
Benefits	561,825	561,825	60,015	263,734	0	298,091	46.94%	245,408
Supplies	61,900	61,900	3,601	13,418	5,625	42,857	30.76%	32,196
Equipment Maintenance	6,900	6,900	529	1,856	0	5,044	26.90%	1,173
Miscellaneous	180,095	180,095	4,364	82,975	0	97,120	46.07%	75,694
Equipment Rentals	7,900	7,900	0	825	2,475	4,600	41.77%	0
Special Services	1,675,881	1,810,881	233,835	831,886	447,925	531,070	70.67%	396,322
Facility Management Services	1,395,000	1,395,000	350,000	698,000	0	697,000	50.04%	686,250
Advertising Projects	140,000	140,000	2,670	6,192	6,793	127,015	9.28%	40,564
Sponsorships / Partnerships	174,000	174,000	0	53,966	27,000	93,034	46.53%	113,848
Media Advertising	680,000	698,292	78,693	193,776	422,226	82,290	88.22%	237,991
Travel	680,265	680,265	46,949	189,780	0	490,485	27.90%	147,163
Promotions / Special Events	1,171,000	1,625,476	56,750	340,327	466,954	818,195	49.66%	314,662
Memberships	82,615	82,615	1,344	43,069	0	39,546	52.13%	39,780
Total Expenditures	<u>8,924,007</u>	<u>9,531,775</u>	<u>1,064,871</u>	<u>3,653,744</u>	<u>1,378,998</u>	<u>4,499,033</u>	<u>52.80%</u>	<u>3,211,501</u>
TRANSFERS OUT:								
Transfer to ICVB Reserve Fund	200,000	200,000	0	0	0	200,000	0.00%	200,000
Transfer to ICC Reserve/CIP Fund	900,000	1,215,249	0	0	0	1,215,249	0.00%	0
Total Transfers Out	<u>1,100,000</u>	<u>1,415,249</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,415,249</u>	<u>0.00%</u>	<u>200,000</u>
TOTAL EXPENDITURES AND TRANSFERS OUT	<u>10,024,007</u>	<u>10,947,024</u>	<u>1,064,871</u>	<u>3,653,744</u>	<u>1,378,998</u>	<u>5,914,282</u>	<u>45.97%</u>	<u>3,411,501</u>

Percent of year completed = 50.0%

IRVING CONVENTION AND VISITORS BUREAU
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE SIX MONTH PERIOD ENDING MARCH 31, 2018

SUMMARY:

Beginning Fund Balance at October 1, 2017	3,748,152
Revenues and Transfers In	1,967,645
Expenditures and Transfers Out	<u>(3,653,744)</u>
Ending Fund Balance at March 31, 2018	2,062,053
Encumbrances	<u>(1,378,998)</u>
Unreserved Fund Balance at March 31, 2018	<u><u>683,055</u></u>

NOTES:

Adjusted Budget:

The adjusted budget includes prior year encumbrances in the amount of 607,768.

Transfer to ICC Reserve/CIP Fund - After approval by the Board and Council, the budget was adjusted by 315,249 which is the FY17 subsidy refund. The transfer will be made prior to year end.

Revenues & Transfers In:

Hotel Tax: The first quarter hotel taxes have been received.

State of Texas Events Trust Fund: Funds received were for the 2017 USA Wrestling Event.

Expenditures & Transfers Out:

Special Services: Advertising Agency - 190,115; Outside Services - 43,493; Miscellaneous - 227

Facility Management Services: The second subsidy payment was processed in March.

Promotions / Special Events: Business Development Incentive Program - 45,655; Toyota Music Factory - 73; Local Programs - 11,022

Irving Convention and Visitors Bureau Check Register Report - March 2018



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Batch: 7248

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059038	03/01/18	ADARA, INC	\$	30,000.00
80059039	03/01/18	AERIAL PHOTOGRAPHY	\$	97.00
80059040	03/01/18	AJR MEDIA GROUP	\$	3,145.00
80059041	03/01/18	AUSTIN CONVENTION & VISITORS BUREAU	\$	524.01
80059042	03/01/18	BH DFW PROPERTY LP (WESTIN)	\$	1,575.00
80059043	03/01/18	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	1,200.00
80059044	03/01/18	KATHERINE DIPIETRO	\$	50.00
80059045	03/01/18	FOUR SEASONS RESORT AND CLUB DALLAS AT LAS COLINAS	\$	4,020.00
80059046	03/01/18	IRVING CONVENTION CENTER	\$	20,295.59
80059047	03/01/18	LIVE NATION MARKETING INC	\$	10,000.00
80059048	03/01/18	OMNI MANDALAY HOTEL	\$	3,813.00
80059049	03/01/18	PATHWAYS CORE TRAINING	\$	1,535.00
80059050	03/01/18	PCMA SERVICES	\$	6,500.00
80059051	03/01/18	RESIDENCE INN BY MARRIOTT DALLAS/LAS COLINAS	\$	230.00
80059052	03/01/18	SHERATON DFW AIRPORT HOTEL	\$	2,765.00
80059053	03/01/18	SIMPLEVIEW	\$	20,833.66
80059054	03/01/18	STAPLES	\$	179.51
80059055	03/01/18	TEXAS DEPARTMENT OF TRANSPORTATION	\$	660.25
80059056	03/01/18	WORKMAN PUBLISHING COMPANY, INC	\$	313.55
			19 payments Batch Total: \$	107,736.57

Batch: 7254

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059057	03/08/18	AMERICAN ACADEMY OF OTOLARYNGIC ALLERGY	\$	860.00
80059058	03/08/18	BH DFW PROPERTY LP (WESTIN)	\$	1,375.00
80059059	03/08/18	BOY SCOUTS OF AMERICA	\$	710.00
80059060	03/08/18	KIMBERLY J. CONDON	\$	73.40
80059061	03/08/18	COURTYARD BY MARRIOTT DALLAS LAS COLINAS	\$	40.00
80059062	03/08/18	CVENT INC	\$	51,009.00
80059063	03/08/18	DALLAS MARRIOTT LAS COLINAS	\$	230.00
80059064	03/08/18	GUARANTEED EXPRESS, INC.	\$	33.75
80059065	03/08/18	HILTON GARDEN INN DFW AIRPORT SOUTH	\$	215.00
80059066	03/08/18	HOLT LAW FIRM	\$	1,338.00
80059067	03/08/18	MALONEY STRATEGIC COMMUNICATIONS	\$	190,115.45
80059068	03/08/18	MEETINGS TODAY	\$	7,200.00

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Batch: 7254

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059069	03/08/18	PCMA SERVICES	\$	15,330.00
80059070	03/08/18	PETTY CASH	\$	101.73
80059071	03/08/18	RESIDENCE INN BY MARRIOTT DALLAS/LAS COLINAS	\$	130.00
80059072	03/08/18	SHERATON DFW AIRPORT HOTEL	\$	738.00
80059073	03/08/18	TIGER OAK MEDIA, INC	\$	8,500.00
80059074	03/08/18	TRIPADVISOR, LLC	\$	343.09
80059075	03/08/18	TUCKER & ASSOCIATES, LLC	\$	79.38
80059076	03/08/18	WHO'S CALLING, INC.	\$	799.99
20 payments Batch Total: \$				279,221.79

Batch: 7260

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059077	03/15/18	AMERICAN COLLEGE OF EMERGENCY PHYSICIANS	\$	95.00
80059078	03/15/18	AMERICAN EXPRESS	\$	41,303.28
80059079	03/15/18	BH DFW PROPERTY LP (WESTIN)	\$	955.00
80059080	03/15/18	CAROL BOYER	\$	70.12
80059081	03/15/18	COURTYARD BY MARRIOTT DALLAS LAS COLINAS	\$	55.00
80059082	03/15/18	SUSAN D. CUTTS	\$	662.50
80059083	03/15/18	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	2,700.00
80059084	03/15/18	KATHERINE DIPIETRO	\$	213.18
80059085	03/15/18	FEDERAL EXPRESS CORPORATION	\$	193.47
80059086	03/15/18	LORI M. FOJTASEK	\$	47.00
80059087	03/15/18	WENDY FOSTER	\$	77.99
80059088	03/15/18	GUARANTEED EXPRESS, INC.	\$	29.42
80059089	03/15/18	IRVING - LAS COLINAS ROTARY CLUB	\$	112.00
80059090	03/15/18	MARIANNE LAUDA	\$	79.77
80059091	03/15/18	KATHY LEVINE	\$	65.00
80059092	03/15/18	LORI MANSELL	\$	44.88
80059093	03/15/18	DEBORA C. MANUSAMA	\$	445.09
80059094	03/15/18	NATIONAL SYSTEMS CONTRACTORS ASSOCIATION	\$	4,295.00
80059095	03/15/18	OMNI MANDALAY HOTEL	\$	2,085.00
80059096	03/15/18	PERFORMANCE-SOLUTIONS-GROUP, INC.	\$	5,500.00
80059097	03/15/18	DIANA PFAFF	\$	65.00
80059098	03/15/18	ROSELLE PLIEGO	\$	225.00
80059099	03/15/18	RESIDENCE INN BY MARRIOTT DALLAS/LAS COLINAS	\$	180.00
80059100	03/15/18	DEBBIE ROBERTS	\$	80.00
80059101	03/15/18	KELLY ROCHE	\$	175.41
80059102	03/15/18	BARBARA SCHINGLE	\$	146.11

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Batch: 7260

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059103	03/15/18	SHERATON DFW AIRPORT HOTEL	\$	576.00
80059104	03/15/18	SOCIETY OF EMERGENCY MEDICINE PHYSICIAN	\$	100.00
80059105	03/15/18	STR, INC	\$	2,812.50
80059106	03/15/18	VISIT DALLAS	\$	7,500.00
80059107	03/15/18	MARK WALTERS	\$	365.00
80059108	03/15/18	MONTY WHITE	\$	200.00
80059109	03/15/18	MICHAEL ZUMBAUGH	\$	94.26
			33 payments Batch Total: \$	71,547.98

Batch: 7265

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059110	03/22/18	AERIAL PHOTOGRAPHY	\$	97.00
80059111	03/22/18	ARES TRAVEL INC.	\$	1,250.00
80059112	03/22/18	IRVING CONVENTION CENTER	\$	4,485.25
80059113	03/22/18	IRVING HERITAGE SOCIETY	\$	125.00
80059114	03/22/18	MEETINGS TODAY	\$	2,000.00
80059115	03/22/18	PCMA SERVICES	\$	2,500.00
80059116	03/22/18	SIMPLEVIEW	\$	20,833.66
80059117	03/22/18	SPORTS CLUB AT FOUR SEASONS	\$	791.43
80059118	03/22/18	STAPLES	\$	206.94
80059119	03/22/18	TUCKER & ASSOCIATES, LLC	\$	4,000.00
80059120	03/22/18	WHO'S CALLING, INC.	\$	799.99
			11 payments Batch Total: \$	37,089.27

Batch: 7267

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059121	03/22/18	VERIZON WIRELESS	\$	528.59
			1 payment Batch Total: \$	528.59

Batch: 7276

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059122	03/29/18	AMERICAN SOCIETY OF TMJ SURGEONS	\$	964.00
80059123	03/29/18	ARROW ELECTRONICS, INC	\$	1,652.00
80059124	03/29/18	BT HOTEL LAS COLINAS LLC (NYLO)	\$	591.00
80059125	03/29/18	CROWDRIFF INC.	\$	4,166.00
80059126	03/29/18	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	870.00
80059127	03/29/18	DOUBLETREE DALLAS DFW AIRPORT	\$	564.00
80059128	03/29/18	ELEMENT DFW AIRPORT NORTH	\$	245.00
80059129	03/29/18	FAIRFIELD INN & SUITES	\$	475.00

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Batch: 7276

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80059130	03/29/18	FOUR SEASONS RESORT AND CLUB DALLAS AT LAS COLINAS	\$	3,660.00
80059131	03/29/18	HILTON GARDEN INN DFW AIRPORT SOUTH	\$	580.00
80059132	03/29/18	INNOVATIVE PACKAGING GROUP INC.	\$	258.57
80059133	03/29/18	IRVING CONVENTION CENTER	\$	350,000.00
80059134	03/29/18	OMNI MANDALAY HOTEL	\$	399.00
80059135	03/29/18	SHERATON DFW AIRPORT HOTEL	\$	1,105.00
80059136	03/29/18	TEXAS STEEL GUITAR ASSOCIATION	\$	4,545.00
80059137	03/29/18	TRIPADVISOR, LLC	\$	310.52
80059138	03/29/18	WORKMAN PUBLISHING COMPANY, INC	\$	5,250.00
			17 payments Batch Total: \$	375,635.09
			101 payments Sub Total: \$	871,759.29

SUMMARY

101 payments TOTAL: \$ 871,759.29

IRVING CONVENTION AND VISITORS BUREAU
RESERVE FUND
BALANCE SHEET
MARCH 31, 2018

ASSETS

Cash	111
Investments	935,300
Total Assets	<u>935,411</u>

LIABILITIES AND FUND BALANCE

LIABILITIES

None	0
Total Liabilities	<u>0</u>

FUND BALANCE

Unreserved	935,411
Total Fund Balance	<u>935,411</u>
Total Liabilities and Fund Balance	<u>935,411</u>

The primary purpose for this fund is to serve as a catastrophic reserve, to protect the Bureau from events beyond the control of the organization which substantially and negatively impact funding for operations.

The only source of revenues for this fund is transfers from the ICVB General Fund.

Per the ICVB General and Reserve Fund Policy, the goal is to achieve and sustain six months of operating revenues in this fund.

Funds are designated for the following future events:

- 1 - Headquarter hotel grand opening event - \$75,000
- 2 - Texas Society of Assn Executives 2022 Annual Meeting - \$50,000

IRVING CONVENTION AND VISITORS BUREAU
RESERVE FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE SIX MONTH PERIOD ENDING MARCH 31, 2018

	----- Budget -----		----- Actual -----			Unencumbered Available Budget	Percent Collected/ Expended	Prior Year to Date Actual
	Adopted	Adjusted	Current Quarter	Year-to-Date	Encumbrances			
<u>REVENUES AND TRANSFERS IN:</u>								
Interest	3,000	3,000	2,902	4,514	0	(1,514)	150.47%	1,395
Transfer from ICVB General Fund	200,000	200,000	0	0	0	200,000	0.00%	200,000
TOTAL REVENUES AND TRANSFERS IN	203,000	203,000	2,902	4,514	0	198,486	2.22%	201,395
<u>EXPENDITURES AND TRANSFERS OUT:</u>								
None	0	0	0	0	0	0	0.00%	0
TOTAL EXPENDITURES AND TRANSFERS OUT	0	0	0	0	0	0	0.00%	0

*Percent of year completed = 50%

SUMMARY:

Beginning Fund Balance at October 1, 2017	930,897
Revenues and Transfers In	4,514
Expenditures and Transfers Out	<u>0</u>
Ending Fund Balance at March 31, 2018	935,411
Encumbrances	<u>0</u>
Unreserved Fund Balance at March 31, 2018	<u><u>935,411</u></u>

NOTES:

--Fund Balance increased \$205,979 over the prior year.

IRVING CONVENTION AND VISITORS BUREAU
COMPUTER REPLACEMENT FUND
BALANCE SHEET
MARCH 31, 2018

ASSETS

Cash	62
Investments	<u>272,500</u>
Total Assets	<u><u>272,562</u></u>

LIABILITIES AND FUND BALANCE

LIABILITIES

None	<u>0</u>
Total Liabilities	<u>0</u>

FUND BALANCE

Unreserved	<u>272,562</u>
Total Fund Balance	<u>272,562</u>

Total Liabilities and Fund Balance	<u><u>272,562</u></u>
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Funds are designated to replace Bureau computer hardware and systems, including large software packages (such as the CRM system) and other technology-related upgrades.

The only source of revenues for this fund is transfers from the ICVB General Fund or ICVB Reserve Fund.

IRVING CONVENTION AND VISITORS BUREAU
 COMPUTER REPLACEMENT FUND
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
 FOR THE SIX MONTH PERIOD ENDING MARCH 31, 2018

	----- Budget -----		----- Actual -----			Unencumbered Available Budget	Percent* Collected/ Expended	Prior Year to Date Actual
	Adopted	Adjusted	Current Quarter	Year-to-Date	Encumbrances			
<u>REVENUES AND TRANSFERS IN:</u>								
Interest	1,200	1,200	849	1,322	0	(122)	110.17%	544
TOTAL REVENUES AND TRANSFERS IN	1,200	1,200	849	1,322	0	(122)	110.17%	544
<u>EXPENDITURES AND TRANSFERS OUT:</u>								
Computers/Software	16,500	16,500	0	0	0	16,500	0.00%	0
TOTAL EXPENDITURES AND TRANSFERS OUT	16,500	16,500	0	0	0	16,500	0.00%	0

*Percent of year completed = 50%

SUMMARY:

Beginning Fund Balance at October 1, 2017	271,240
Revenues and Transfers In	1,322
Expenditures and Transfers Out	0
Ending Fund Balance at March 31, 2018	272,562
Encumbrances	0
Unreserved Fund Balance at March 31, 2018	<u>272,562</u>

NOTES:

--Fund Balance decreased \$12,894 over the prior year.

IRVING CONVENTION AND VISITORS BUREAU
 CONVENTION CENTER RESERVE/CAPITAL PROJECTS FUND
 BALANCE SHEET
 MARCH 31, 2018

ASSETS

Cash	118
Investments	1,184,000
Total Assets	1,184,118

LIABILITIES AND FUND BALANCE

LIABILITIES

None	0
Total Liabilities	0

FUND BALANCE

Assigned	1,184,118
Total Fund Balance	1,184,118
Total Liabilities and Fund Balance	1,184,118

This fund provides funding for repair and replacement projects and the capital improvement program for the Irving Convention Center, which are budgeted annually and reflected in a 20-year plan that is updated annually.

The only source of revenues for this fund is transfers from the ICVB General Fund or ICVB Reserve Fund.

Per the ICVB General and Reserve Fund Policy, the goal is to achieve and sustain a balance of \$1,300,000 in this fund.

IRVING CONVENTION AND VISITORS BUREAU
CONVENTION CENTER RESERVE/CAPITAL PROJECTS FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE SIX MONTH PERIOD ENDING MARCH 31, 2018

	----- Budget -----		----- Actual -----			Unencumbered Available Budget	Percent* Collected/ Expended	Prior Year to Date Actual
	Adopted	Adjusted	Current Quarter	Year-to-Date	Encumbrances			
<u>REVENUES AND TRANSFERS IN:</u>								
Interest	3,200	3,200	3,686	6,360	0	(3,160)	198.75%	1,430
Transfer from ICVB General Fund	900,000	1,215,249	0	0	0	1,215,249	0.00%	0
TOTAL REVENUES AND TRANSFERS IN	903,200	1,218,449	3,686	6,360	0	1,212,089	0.52%	1,430
<u>EXPENDITURES AND TRANSFERS OUT:</u>								
Capital Expenditures	798,000	798,000	0	0	0	798,000	0.00%	0
TOTAL EXPENDITURES AND TRANSFERS OUT	798,000	798,000	0	0	0	798,000	0.00%	0

*Percent of year completed = 50%

SUMMARY:

Beginning Fund Balance at October 1, 2017	1,177,758
Revenues and Transfers In	6,360
Expenditures and Transfers Out	<u>0</u>
Ending Fund Balance at March 31, 2018	1,184,118
Encumbrances	<u>0</u>
Unreserved Fund Balance at March 31, 2018	<u><u>1,184,118</u></u>

NOTES:

--Fund Balance increased \$517,480 over the prior year.

**IRVING CONVENTION AND VISITORS BUREAU
BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING
IRVING CONVENTION CENTER
FIRST FLOOR CONFERENCE ROOM
FRIDAY, MARCH 23, 2018 @ 9:00 A.M.**

Attendance: Board Chair Clem Lear, Board Vice Chair Ron Mathai, Debbi Haacke, Rick Lindsey and Greg Malcolm – Committee Members; Bob Bettis, Bob Bourgeois, Karen Cooperstein, Joe Marshall, and Joe Philipp – Board Members; Tom Meehan, Verenis Pedraza, and Matt Tungett – SMG/ICC; Maura Gast, Carol Boyer, Marianne Lauda, and Mike Zumbaugh – ICVB Staff;

Board Chair Clem Lear called the meeting to order at 9:00 a.m. and thanked everyone for being there.

ICC General Manager Tom Meehan introduced Director of Finance Verenis Pedraza. Pedraza has been with SMG for seven years at the Irving Convention Center, and was recently promoted to Accounting Manager. He stated Pedraza knows the procedures of the accounting system and has worked with the auditors. She will be a great addition to the management team.

Meehan reviewed the February 2018 ICC Financial Reports. He reported financials look well and promising. For the month of February, the ICC is reporting \$91,618 better than budget, and year-to-date \$464,806 better than budget. He pointed out most of revenue is from F&B Catering. For the month, F&B Catering is reporting \$361,456, which is \$121,456 ahead of budget. Catering is \$718,825 ahead of budget for the year. In response to a question from Board member Joe Marshall, Meehan replied The Music Factory will not have much of an effect on ICC catering. He noted that public shows in the Convention Center may go to TMF for food and beverage, but core business should not be affected. Executive Director Maura Gast added that concession lines at the ICC may make a difference, where now there are more options at TMF. Meehan added that concessions are a small amount in the grand scheme of food and beverage revenues. He further reported Parking was budgeted for the month at \$15,449, and made \$22,250.

In reviewing the forecast, Meehan reported some events through the rest of the year will be added in the forecast when they are contracted and numbers will fluctuate in an upward direction on the report. He added Director of Sales Matt Tungett and the sales team are doing a great job and booking a phenomenal amount of business at a steady pace.

Lear welcomed Pedraza and congratulated Tungett and the sales team.

Board member Karen Cooperstein made a motion to accept and present to the full Board the ICC February 2018 Financials. With a second by Board Vice Chair Ron Mathai, the motion was unanimously approved.

ICVB Director of Accounting Marianne Lauda reviewed the ICVB February 2018 financial reports. She reported there was not a lot of activity in February, but the Hotel Occupancy Tax revenue was collected and reported at \$1,928,422. As the time of the January 2018 report, there were three hotels that had not paid. To date, Homewood Suites has paid and that revenue will be reported on the next report. The two other hotels are claiming zero taxable room revenue for the quarter. The ICVB has asked the City to evaluate this situation as it is conducting its hotel tax audits. Gast added it is unusual for hotel properties to have no taxable revenue for a quarter. If there were groups in hotels that were tax exempt, forms would have been filed to reflect that situation. Lauda reviewed Expenditures and reported the \$251,921 Special Services was paid for service fees, which is in line with the budget. In reviewing the Check Register, Lauda reported most of the checks written were for the Business Development Incentive Program, advertising and staff reimbursements. There were no further questions.

Board member Haacke made a motion to accept and present to the full Board the ICVB Financials for February 2018. With a second from Board member Greg Malcolm, the recommendation was unanimously approved.

IRVING CONVENTION & VISITORS BUREAU
BOARD EXECUTIVE COMMITTEE MEETING – MINUTES
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Discussion was held on the DestinationNEXT survey process. Gast gave an overview of the survey and schedule. The survey will launch on April 4 and close at the beginning of May. The Community Relations Committee will discuss ways to push the survey out to the people in the community. The survey will be presented to the full Board at the March 26 meeting, Chamber of Commerce on March 27 and to the City Council Work Session on April 4. The focus on survey participants will be a broad range, including industry partners, clients, employees, and community members. If someone has trouble with the online survey, they can connect with Gast for assistance and/or a hard copy of the survey. Once the survey is launched, a postcard that can be distributed by Board members will be available. Results will be presented and reviewed at the board meeting in June. In response to a question from Board member Joe Philipp, Gast replied there are not vary many open-ended questions on the survey. Board member Rick Lindsey encouraged everyone to attend the Community Relations Committee meeting where discussion will be held on how to reach respondents and encourage participation.

After reviewing the minutes from the February 23, 2018 meeting, Malcolm made a motion to approve. With a second from Cooperstein, the minutes were unanimously approved.

Lear reviewed the March 26, 2018 Board meeting agenda and noted the individual consideration agenda item to approve the recommended changes to the City of Irving Ordinance 16B-1 to forward to City Council. She reminded the Committee the language change recommends formalizing the position of the Arts and Culture and DART representatives to the Board. Language was also added to the Restaurant position for term of service at the recommendation of the Greater Dallas Restaurant Association, in line with the Greater Irving-Las Colinas Hotel Association chair's seat; clarifying language regarding the term of the seat for the Former Board Member was also added. It was noted there were various grammar and punctuation errors in the Ordinance document that had been sent out. Gast replied she will note the recommended changes to the document and forward to the appropriate parties at the City. Marshall asked if the Byron Nelson seat is still a position on the Board; Gast replied the Board Development committee had discussed this previously and recommended not making any changes just yet to this position as a courtesy. Lear noted Donna and Bob Bourgeois will be attending the Board meeting to be recognized for the High Spirited Citizen award. It was also noted new data from the STR report on AirBNB statistics will be added to the STR report agenda item.

Lear noted the new Board orientation will be held on April 5 at 8:30 a.m.

The next Executive Committee meeting will be on April 27, 2018.

Being no further discussion, Lear adjourned the meeting at 9:37 a.m.



Maura Allen Gast, FCDME
Executive Director

AGENDA
Irving Convention & Visitors Bureau Board of Directors
Monday, April 30, 2018 at 11:45 a.m.
Irving Convention Center at Las Colinas
Fourth Floor, Grand Ballroom 6-7
500 W. Las Colinas Blvd.
Irving, Texas 75039

NOTE: A possible quorum of the Irving City Council may be present at this committee meeting.

Consent Agenda

1. Approving ICVB Board Minutes for March 26, 2018
2. Accepting ICVB Financial Reports for March 2018
3. Accepting Irving Convention Center Financial Reports for March 2018

Reports

4. Board Chair Report
 - a. Recognition of Robert & Jill Martinez as High Spirited Citizens
 - b. Schedule of Upcoming Meetings and Activities
 - c. Next Board Meeting – May 21, 2018
 - d. Next Executive Committee Meeting – May 18, 2018
5. Board Committee Reports
 - a. Board Development – Debbi Haacke
 - DestinationNEXT Survey reminder
 - Strategic Plan Retreat details
 - Next Meeting – June 5, 2018
 - b. Community Relations – Rick Lindsey
 - Meeting Recap - April 3, 2018
 - National Travel & Tourism Week Proclamation – May 3, City Council Meeting
 - Next Meeting – July 17
 - c. Destination Development – Greg Malcolm
 - Spring Trail Park Proposal update
 - Next Meeting – May 15, 2018
 1. Hotel Development Ordinance Discussion
6. City Reports
 - a. Council Liaison – John Danish
 - b. Mayor & Other Council Members
 - c. City Manager – Chris Hillman
 - Visitor Development Updates
 - Headquarter Hotel
 - Irving Music Factory/Entertainment Venue
 - Other City Updates

AGENDA - Continued

7. Bureau Monthly Management Reports
 - a. Executive Director – Maura Gast
 - b. Sales and Services – Lori Fojtasek
 - c. Marketing and Communications – Diana Pfaff
 - d. Finance and Administration – Mike Zumbaugh

8. Convention Center Management Report – Tom Meehan

9. Industry Partner Reports
 - a. The Pavilion at the Music Factory/Live Nation Report – Mike Rilley
 - b. Smith Travel Research Monthly Reports/Snapshot
 - c. Air DNA Monthly Reports
 - d. Hotel Industry Updates
 - e. Restaurant Industry Update

10. Partner Organization & Stakeholder Reports
 - a. DART/Transportation and Infrastructure – Mayor Rick Stopfer
 - b. The Las Colinas Association – Hammond Perot
 - c. DCURD – Jacky Knox
 - d. TIF – John Haigler
 - e. Salesmanship Club of Dallas – Jon Drago
 - f. University of Dallas – Bob Galecke
 - g. Chamber of Commerce – Lori Bunger/Beth Bowman
 - h. Irving Arts and Culture – Todd Hawkins

CERTIFICATION

I, the undersigned authority, do hereby certify that this notice of meeting was posted on the kiosk at City Hall of the City of Irving, Texas, a place readily accessible to the general public at all times, and said notice was posted by the following date and time:

_____ at _____ and will remain so posted at least 72 hours before said meeting convened.

Deputy Clerk, City Secretary's Office

This meeting can be adjourned and reconvened, if necessary, the following regular business day.

Any item on this posted agenda could be discussed in executive session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and section 551.087 of the Texas government code.

This facility is physically accessible and parking spaces for the disabled are available. Accommodations for people with disabilities are available upon request. Requests for accommodations must be made 48 hours prior to the meeting. Contact the City Secretary's Office at 972-721-2493 or Relay Texas at 7-1-1 or 1-800-735-2988.