



MINUTES – BOARD AND BUSINESS DEVELOPMENT COMMITTEE  
IRVING CONVENTION CENTER  
Friday, June 10, 2022

Those in attendance: Committee Chair Richard Stewart Jr., Committee Vice Chair Herb Gears, Board Chair David Cole, and Sam Reed – Committee Members; Colvin Gibson – Board members; Carol Boyer, Maura Gast, Brice Petty, and Susan Rose – ICVB Staff.

Committee Chair Richard Stewart, Jr. called the meeting to order at 9:00 a.m. Stewart asked for any citizen comments and there were none.

Stewart asked for a motion to approve the Board and Business Development Committee minutes from March 11, 2022. With a motion from Board member Colvin Gibson, and a second from Board member Sam Reed, the motion unanimously was approved.

Discussion was held on Board member criteria and job descriptions. Included in the meeting packet are detailed Board member job descriptions that have been built over the years, and it was noted that regardless of the designed Board seat, these are the priorities.

- There are two Voting Hospitality Industry seats: one submitted by the Irving-Las Colinas Hotel Association for a local hotel General Manager or Senior Role in a larger hotel, one appointment is for the Chair of the Irving-Las Colinas Hotel Association.
- One Voting Restaurant Industry seat that is not restricted to Irving residents and can be submitted by the Greater Dallas Restaurant Association.
- One non-voting Industry-at-large appointment that is not restricted to an Irving resident.
- University of Dallas, TIF #1 Board, Las Colinas Association and Dallas County Utility & Reclamation District appointment. All are non-voting. UD seat was added due to land ownership in and around the Texas Stadium site. TIF, LCA and DCURD seats are tied with ICVB priorities as it relates to growth and development in and around the Urban Center.
- Former Board member appointment is a non-voting seat – ICVB Board makes this recommendation.

The Committee reviewed the ICVB Board Self Evaluation Form. The application for Board appointments is on the City's website. A suggestion was made to have a list of Irving non-profits and identify a group of people who are willing to be engaged, then have the conversation with City Council since there are usually so many more applicants for these seats than there are openings. Board member Colvin Gibson stated he has never seen a Board development package as comprehensive as the ICVB and is a credit to Gast and the Board. Reed agreed and noted it speaks to experiences, what worked and what hasn't worked. Cole added people are needed on the Board who will step up to the plate and have a foundation in the community and understand that they can help the Board and ICVB progress. It shows that the ICVB is serious about the work they do and want serious people with history and Irving knowledge. Gast noted the ICVB, and Irving Arts Board have more responsibilities and asks for commitments. Stewart commented the biggest obstacle is to have Council members know and use the criteria when making decisions. Building a relationship with Council members one-on-one will build their knowledge and show that the Board is serious about their responsibilities and commitments, and the type of people needed. It was noted there are two seats that will be open on the ICVB Board in 2023.

Gast reviewed the Board and Business Development Strategic Plan items and next steps.

- Pay back COI loan (FY2021) – Completed
- General fund balance of \$2 million by FY2022 – contingent on continued ARPA funding.
- Computer reserve fund balance of \$500,000 by FY2024 – contingent on continued ARPA funding.
- Tourism Public Improvement District by FY2025 – pending hotelier support and ARPA funding for consultant.
- Catastrophic reserve fund balance of \$5 million by FY2026.
- ICC CIP reserve fund balance of \$5 million by FY 2026
  - Utilize any excess in ICC 2% HOT, as allowed.
  - Re-allocate \$1.6 million in excess in HOT revenue to ICC CIP when Irving legislation ends September 1, 2026.

Gast noted that based on her conversations with the City Manager, she believes the ICVB will receive most of what was requested for next year's ARPA funding. The budget for next year will be hyper-conservative with a looming short-term recession and health concerns. Dollars will be put into the budget for replenishing our major funds.

All previous Action Items were reviewed and deemed completed.

Discussion was held on Board attendance and commitment. It was suggested to use the Board meeting as an opportunity for self-evaluation and a reminder to Board members of their commitments.

ACTION ITEM: Gast to add full Board job description in Board packet.

Stewart adjourned the meeting at 9:42 a.m.

Respectfully submitted,



Maura Allen Gast, FCDME  
Executive Director