

**MINUTES – BOARD AND BUSINESS DEVELOPMENT COMMITTEE
IRVING CONVENTION CENTER
Friday, December 8, 2023**

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

Committee Chair Sam Reed called the meeting to order at 9:02 am. Reed asked for any citizen comments and there were none.

Reed asked for a motion to approve the Committee meeting minutes from September 8, 2023. With a motion from Board member Colvin Gibson, and a second from Board Chair Richard Stewart, Jr., the motion unanimously was approved.

NEW BOARD MEMBER ORIENTATION

Executive Director Maura Gast gave an overview of the Board Member Orientation and noted the materials are also available on the Board portal. There are two new members on the Board currently. Orientation includes a meeting to review materials and a tour of the Irving Convention Center, including back-of-house. Committee members were encouraged to attend the Orientation and become engaged with new Board members. Board member David Cole asked if any City Council members have attended Orientation. Gast confirmed former Councilman Mark Zeske and Council Liaison Kyle Taylor have attended. It was suggested that Councilmen John Bloch and Abdul Khabeer be invited to attend.

Discussion was held on additional information that could be included. Suggestions were Hotel Occupancy Tax, Economic Development, Engagement, ICC Management Relationship, Volunteerism, and the responsibility of being an active Board member to be an Ambassador for the ICVB.

ACTION ITEM: Executive Director Maura Gast and specific Board members where possible to invite Bloch and Khabeer to Orientation and send out dates to the Committee when confirmed.

FORMER BOARD MEMBER LUNCHEON RECAP AND PLANS FOR 2024

Gast asked the Committee for input on the flow and content of the event. Cole noted it was important to include all former Board members, including non-voting members and industry partners. It was exciting to see the crowd mingling and enjoying each other and interacting with people they had not seen in a very long time. It was suggested to have High Spirited Citizen nomination forms and Volunteer Visitor Information Center applications available at each place. Gast suggested having the event in December for 2024. A professional photographer and a shot-sheet will be added for the next event so as not to miss any of the informal “reunions” that were happening.

STRATEGIC PLAN REVIEW AND COMMITTEE NEXT STEPS

The Committee discussed relationship-building with City Council members and encouraging engagement. City Council Districts 4,6 and 8 are up for election in 2024 and there will be new opportunities with some new Council members. Gast noted Councilman Khabeer has expressed interest in attending Board meetings.

ACTION ITEM: If a Council member has been invited and will attend a Board meeting, Board members to confirm with staff in order to assure an appropriate place is set.

CHAIR REPORT AND STAFF COMMENTS

ICC General Manager Tom Meehan reported ICC staff is going through a training course and working on their mission and vision statements. Gibson noted in order to attract and retain employees, incentives and rewards are imperative. The cost of training new employees is expensive, and retention is needed.

As Chair, Stewart added there is an open-door policy for staff comments during the meeting or at any time.

Reed noted the next meeting date is TBD.

ACTION ITEM: Gast to send out to the Board meeting dates once approved by Committee Chair and Vice Chairs.

With no further discussion, Reed adjourned the meeting adjourned at 9:47 a.m.

Respectfully submitted,


Maura Allen Gast, FCDME
Executive Director