

**MINUTES**  
**IRVING CONVENTION AND VISITORS BUREAU**  
**BOARD OF DIRECTORS – EXECUTIVE COMMITTEE MEETING**  
**IRVING CONVENTION CENTER**  
**JANUARY 24, 2020**

Attendance: Rick Lindsey – Board Chair; Karen Cooperstein – Board Vice Chair, Bob Bourgeois, David Cole, Debbi Haacke, Clem Lear, Greg Malcolm – Committee Members; Bob Bettis - Board members; Tom Meehan, Vernis Pedraza, and Matt Tungett – SMG/ICC; Maura Gast, Carol Boyer, Marianne Lauda, and Susan Rose - ICVB; Mayor Pro Tem Oscar Ward and Councilman Al Zapanta – Guests.

Board Chair Rick Lindsey called the meeting to order at 9:00 a.m. and inquired if there were any citizens present that would like to make a comment on any subject on the agenda. There were none.

General Manager Tom Meehan

November 2019 ICC financial report:

- November ended \$5,644 better than budget for the month and \$122,106 for the year
- Income Statement shows F&B Catering is up slightly at \$150,709
- Rental Income was \$77,985 for the month
- Expenses show a savings of over \$5,000.00 for the month
- The Forecast Report: Discussion on Jehovah Witness group cut in number of events this year with three events in July. The ICC sales team is working to fill the other dates they previously held.

ICC December 2019 financial report:

- December shows \$33,745 better than budget for the month and \$175,850 year-to-date
- Rental Income was down slightly at -\$45.00.
- F&B Catering finished the month with \$235,426 in revenue, up \$49,720 from budget.
- Adjusted Gross Income was \$36,980 better than budget for the month and \$279,803 year-to-date
- December was a good month with several large holiday parties, in spite of one very large party from the previous year not returning.
- Expenses are in-line and \$16,765 better than budget.
- Year-Over-Year Income Comparison report shows Rental Income and F&B Catering are both up from the prior year.
- Total Event Income shows \$1,330,756 year-to-date which is up significantly from the prior year
- Expenses are up - the building is entering its 10<sup>th</sup> year in operation and repairs and maintenance are a factor in expenses.
- The Forecast is conservative and shows what was on the books when the budget was developed and does not include any additional business booked after that time.
- The report reflects a solid start to the year and shows \$22,219 better than budget after only three months into the fiscal year. Executive Director Maura Gast added the numbers are usually in the positive by July or August of most years so this is shaping up to be a good year.

Lindsey requested a motion to accept the Irving Convention Center Financial Report for November 2019 and December 2019. On a motion from Lear and a second from Haacke, the motion was unanimously approved.

Director of Accounting Marianne Lauda

October through December 2019 ICVB financial reports:

- Formatting of the new report was discussed, and it was noted the format for the reports is temporary while the new City accounting system (Munis) is still being tweaked and implemented.
- Accounting Director Marianne Lauda is working with the City on formatting of reports and it may look different for the next few months. Some of the changes and pointed out normally the General Operating Fund is presented, but in Munis the report is broken down by each department so far.
- There is no monthly expenditure column and this report is cumulative for October through December 2019.
- Financials have not been presented to City Council to date because the format has not been rectified, as well as the Check Register.
- Account descriptions are noted by department and larger accounts will be noted and explained as needed in future reports.
- The Irving Convention Center CIP account is the maintenance fund for the Convention Center.
- The Original Budget and Revised Budget columns, as well as the % Used column were explained.

Check Register highlights for October through December 2019:

- The format for this report will change as well and descriptions for each item are being developed.
- Check #80060714 - Four Seasons for \$21,616: Twelve Business Incentive Development program payments
- Check #80060717 - Irving Convention Center for \$310,577.93: Capital Improvement Program payment
- Check #80060770 - Texas Hotel & Lodging Association for \$47,720: Annual marketing and contract services payment
- Check #80060888 - Irving Convention Center for \$10,309: CIP payment
- Check #80060889 - Irving Convention Center for \$89,007: Prior year ASM management fee
- Check #80060905 - Irving Convention Center for \$7,375.89: IT support and Catering
- Check #80060906 - Irving Convention Center for \$12,754.00: Another CIP payment
- Check #80060907 – Irving Convention Center for \$348,000: First subsidy payment for the year
- Lauda expressed her appreciation for the Committee's patience on waiting for financial reports and she commented they are making great strides in formatting the new reports.
- The City's new Human Resources module software has begun its planning for implementation and scheduled to roll that out by January 2021.

Lindsey requested a motion to accept the ICVB financials for October, November and December 2019. On a motion from Lear and a second from Board member Greg Malcolm, the motion was unanimously approved.

With no changes and no further discussion, Lindsey requested a motion to approve the Executive Committee meeting minutes from December 13, 2019. Haacke made a motion to approve; with a second from Board Vice Chair Karen Cooperstein, the motion was unanimously approved.

Chairman/Executive Director Reports:

- Lindsey reviewed the ICVB Board of Directors meeting agenda for January 27
  - Action items on the agenda include:
  - Approving Board & Business Development Committee Recommendations for Bylaws Amendments
  - Two High Spirited Citizen nominations
  - Salesmanship Club report was added back to the agenda; if available a representative will attend.
  - Karin Riley has resigned from University of Dallas. New UD President, Dr. Thomas Hibbs will appoint someone from his staff to attend Board meetings.

Mayor Pro Tem Oscar Ward gave a brief City Council update:

- Hot topics on next week's City Council meeting: Bond election, rental registration for single family homes, duplexes and tri-plex. Gast explained the difference in long-term and short-term rentals and noted confusion is arising between the two topics and they are two separate items.
- City Attorney's office believes the City Ordinance is clear on short-term rentals regarding hotel tax; discussion is needed around the best approach to collection. Based on the AirDNA reports, \$200,000 a year is not being reported.
- Ward reminded the Committee of the opening ceremony for the Jack D. Huffman Community Building on Wednesday, January 29 at 9:00 a.m.

Ward had suggested that Dr. Elba Garcia, Dallas County Commissioner for District 4, be invited to attend and give a report at a future ICVB Board meeting, possibly on a quarterly basis.

Councilman Al Zapanta reported J.J. Koch, Dallas County Commissioners Court, is the newest member of Dallas County suggested inviting him to give a report at the ICVB Board meetings as well since his district also includes Irving. Koch is open and positive and looking to be involved in the community. Gast to extend an invitation to both Commissioners.

Lindsey noted the next Executive Committee meeting will be held on February 21 and adjourned the meeting at 9:40 a.m.

Respectfully submitted,



Maura Allen Gast, FCDME  
Executive Director